

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman
Patrick Buckley, Bernie Erickson, Erik Hoyer,
Tom Sieber, John Van Dyck

EXECUTIVE COMMITTEE

Monday, June 11, 2018

5:30 p.m.

Room 200, Northern Building
305 E. Walnut St., Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of May 7, 2018

Comments from the Public

1. Review Minutes of: None.

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

Communications

3. Communication from Supervisor Linssen re: To require all standing committees to meet between 5:00 PM and 7:30 PM on Monday through Thursday. *Referred from May County Board.*
4. Communication from Supervisor Linssen re: To review downtown parking for County employees, such as purchasing property or providing vouchers when employee offices are located in certain areas. *Referred from May County Board.*
5. Communication from Supervisor Linssen re: To amend Chapter 2.13 (3)(2) by striking the word "Invocation" and replacing it with "Moment of Reflection." *Referred from May County Board.*
6. Communication from Supervisor Patrick Moynihan, Jr. re: For your consideration and ultimately the full County Board, I would like Corporation Counsel to present a more defined policy in regard to county board compensation regarding mileage reimbursement for attending Brown County meetings. Chapter 3 speaks of county business related travel, but does not define county related meetings as does various segments of State Stats. Sec. 59.

Resolutions, Ordinances

7. An Ordinance to Create Subsection 3.01(5) (Responsible Bidder Criteria) of Chapter 3 of the Brown County Code of Ordinances.
 - a) *Alternate Version* An Ordinance to Create Subsection 3.01(5) (Responsible Bidder Criteria) of Chapter 3 of the Brown County Code of Ordinances.
8. An Ordinance to Amend Section 4.66 (Vacation) by adding Subsection 4.66(6) to Chapter 4 of the Brown County Code of Ordinances.

Executive Committee – June 11, 2018

9. Resolution regarding Reclassification of a Social Worker/Case Manager position and deletion of a .4 FTE Clinical Social Worker position In the Health and Human Services – Community Treatment Center Table of Organization.
10. Resolution re: Reclassification of a Medical Transcriptionist position In the Health and Human Services – Community Treatment Center Table of Organization.

Internal Auditor

11. Board of Supervisors Budget Status Reports (Unaudited) – April 2018.
12. Status Update: May 1 – May 31, 2018.

Corporation Counsel

13. Discussion and Action regarding the Expo Center Project MOU between the Village of Ashwaubenon and the County of Brown (an Up or Down Vote without modification is requested here if the County Board is willing, but it is not required - the Village of Ashwaubenon needs to pass an MOU *identical* to what Brown County passes, and the Village currently has the *exact same* MOU going through their Committee(s) and Village Board).
14. Corporation Counsel's Report.

Human Resources

15. HR Director's Report.

Department of Administration

16. Director of Administration's Report.

County Executive

17. County Executive's Report.

Other

18. Such other matters as authorized by law.
19. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Executive Committee was held on Monday, May 7, 2018 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisor Moynihan, Supervisor Erickson, Supervisor Schadewald, Supervisor Van Dyck, Supervisor Buckley, Supervisor Hoyer, Supervisor Sieber
Also Present: Internal Auditor Dan Process, Public Works Director Paul Fontecchio, Corporation Counsel Dave Hemery, Human Resources Director Kathryn Roellich, Deputy Executive Jeff Flynt, Supervisor Borchardt, Supervisor Tran, Supervisor Schadewald, Technology Services Director August Neverman, Enterprise Systems and Applications Manager Laura Workman, Director of Administration Chad Weininger, other interested parties

I. Call meeting to order.

The meeting was called to order by Chair Tom Lund at 5:30 pm.

II. Approve/modify agenda.

Supervisor Sieber requested moving Item 15 to follow Item 2.

Motion made by Supervisor Sieber, seconded by Supervisor Hoyer to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Election of Vice-Chair.

Supervisor Erickson nominated Supervisor Moynihan for Vice Chair.

Chair Lund closed the nominations.

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to cast unanimous ballot. Vote taken. MOTION CARRIED UNANIMOUSLY

IV. Set time and date for regular meetings.

The time and date for regular meetings was discussed and the decision was made to keep the meetings on the Monday of the week prior to the full County Board meeting at 5:30 pm.

Motion made by Supervisor Erickson, seconded by Supervisor Sieber to hold regular monthly meetings on the Monday prior the full County Board meeting at 5:30 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

V. Approve/modify Minutes of April 9, 2018.

Motion made by Supervisor Buckley, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public

-Anneliese Waggoner, 121 Greene Avenue, Allouez, WI

Waggoner spoke on behalf of the League of Women Voters of Greater Green Bay as follows: The League of Women Voters would like you to consider creating an independent citizen committee to draft a map of the County Board supervisory districts to present to the County Board for its approval in 2021 following the census in 2020. Involving knowledgeable citizens will maintain the integrity of the redistricting process. Supervisors are, after all, elected by citizens to serve citizens' interests. We believe that citizens from all areas of the county should be part of

determining district lines. Names of all interested people could be submitted to the Executive Committee with the final selection to be made by the Executive Committee itself. Our purpose here is not to eliminate the County Boards' final authority, but to create a serious, well considered process for drawing maps using the criteria required by law, but also criteria that mitigate conflicts of interest, that take into consideration communities of interest and that are free of any claims of protection of incumbency. We hope you will seriously consider this idea which is being used by other County Boards in Wisconsin and the League of Women Voters will stand ready to help make this a reality.

-Linda Van Beek, 205 W. Mission Road, Green Bay, WI

Van Beek spoke as follows: The current system of drafting voting maps at the State level is a very flawed system. Time after time, regardless of the party in power, the maps are gerrymandered to protect the very politicians who are drawing those maps and the consequences are undemocratic and costly to the taxpayer. Firstly, unless districts are fairly drawn to preserve compositions, we will continue to have an election that is predetermined and essentially meaningless. Secondly, when this unfair situation is rightfully challenged in the courts, the taxpayer is forced to pay for it. Therefore, we at the League of Women Voters believe that local government such as the Brown County Board itself can help advance nonpartisan independent redistricting at the state level by adopting the process here at the local level. By doing so, they embrace the essence of democracy by preserving the democratic ideals that every person's vote should help.

1. Review Minutes of: None.

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Although shown in the proper format here, Item 15 was taken at this time.

Communications

3. Communication from Supervisor Becker re: Form an ad hoc committee to examine redistricting process. *Referred back to May meeting.*

Supervisor Sieber said he has been working with Supervisor Becker on this and the previous suggestion was to have the Executive Committee look at redistricting and be the redistricting committee. Sieber said from a citizen interest standpoint it is our job and due diligence to hear them out and have a hearing on this. He does not feel it makes a difference whether a hearing would be held at an ad hoc committee or Executive Committee. The ultimate goal is for the citizens to have their voice heard on the issue. Having a discussion is a good thing and Sieber would ask that we form an ad hoc committee or have the Executive Committee hold a public hearing on redistricting and see where the discussion leads and bring back a set of recommendations to the Board. He feels having this would be in the best interest of the public.

Moynihan said he is fine keeping this at the Executive Committee as he mentioned at an earlier meeting. He does not want to get into ad hoc committees because of all the special interests. This could be a standing item or something that is brought back quarterly, but he would like to see it stay here at Executive Committee.

Van Dyck also would like to see this stay with the Executive Committee. He does not have a problem with a public hearing and he feels we can take a look at some of the things brought up earlier in the meeting. In regard to the communication, he feels an ad hoc committee would put this to bed.

With regard to a public hearing, Lund indicated he would like to get some more information from Corporation Counsel so everyone understands exactly what the redistricting process is and how it is carried out. He would like Corporation Counsel to come back in 60 days to talk about this further and at that time we can hear from the public again. He noted the County has to draw up the districts before the State does so we have to have something done a year after the census. He noted there is no way to put anything on a future Board that they definitely have to use, but just to set forth what criteria we use and allow the groups around the county to provide input is fine.

Buckley questioned what exactly this body can do because it is probably going to be the next term of Supervisors that will be making decisions and we cannot tie their hands on that process. He wants people to be aware going into the process of this so that we do not spend a lot of time for naught. Lund agreed and said that is why he wants it all out what the process is and to find out what other counties are doing around the state.

Sieber pointed out that anything done by this Board can be undone by a future Board. Buckley said he has been through the redistricting process and is not sure what more can be changed at the County level. He feels the Planning Department did a great job last time and to try to figure out now what we are going to do in three years may not be the best idea because the results of the census could really dictate a change.

Van Dyck said if Corporation Counsel is going to be coming back with this in 60 days it may be a good idea to have representation from the Planning Department as well to talk about the parameters they use. Van Dyck said if we want to change any parameters we can do that, with the understanding that the next Board can change them back, but things like incumbency is worthy of a discussion.

Motion made by Supervisor Erickson, seconded by Supervisor Van Dyck to receive and place on file. No vote taken.

Motion made by Supervisor Erickson, seconded by Supervisor Van Dyck to have Corporation Counsel come back in 60 days with an update. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Communication from Supervisor Van Dyck: Request that a standing item be added to the monthly County Board agenda for Corporation Counsel to report the running total spent by the County for legal fees to defend against the BCTPA lawsuit. *Referred from April County Board.*

Van Dyck said what he is looking for is the addition of a line item on the County Board Agenda so an update can be given on a monthly basis with a running total spent on legal fees regarding the Brown County Taxpayer lawsuit. The best procedure for this was discussed and it was decided that the best way to handle this would be for the Chair to including the running total in his monthly report.

Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson that the Chairman of the Board include in his monthly report a running total of money spent by the County on legal fees to defend against the BCTPA lawsuit. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions, Ordinances

5. An Ordinance to Create Subsection 3.01(5) (Responsible Bidder Criteria) of Chapter 3 of the Brown County Code of Ordinances.

Moynihan informed he worked in concert with administration in this regard because he did not feel that 3.01 had enough teeth in light of the large projects the County has coming up.

Corporation Counsel Dave Hemery reported that under public works law in Wisconsin, any projects over \$25,000 need to be bid and more importantly in this context need to be awarded to the lowest responsible bidder. The definition of lowest responsible bidder can vary depending on the county and what he has done is try to objectively define criteria that would objectively determine if someone is or is not a responsible bidder. Under public works law, the only criteria that can be looked at when bids come in is lowest so what needs to be done is filter the bids coming in to make sure that there are only bids from responsible bidders. Most of the criteria in the proposed ordinance in the agenda packet is fairly objective and directly relates to being a responsible bidder such as being licensed in Wisconsin and having a permanent place of business.

Hemery referenced number 16 which states the contractor must have a record of satisfactorily completing at least two projects of similar size and complexity within the last five years and he would like to add language that states "in public works projects where the Purchasing Department determines it appropriate".

Hemery also referenced number 7 which states "... in the discretion of the Brown County Purchasing Department at the time a Request for Bids or Request for Quotes regarding a contract of any amount is issued, in order to be

considered a responsible bidder, the contractor must participate in a Class A Apprenticeship Program". Hemery said for all our big projects we went to make sure bidders are experienced and have the proper equipment and financing to see the project through.

Hemery suggested amending number 7 by taking out the language "Regarding a Public Works Contract estimated to be in excess of two million dollars, or if required" with the understanding that it is typically only going to be on the big contracts. He said if a project amount is set, there may be times when there are very few entities that could bid on the project. The proposed language in number 7 would then be, "In the discretion of the Brown County Purchasing Department at the time a Request for Bids or Request for Quotes regarding a contract of any amount is issued, then in order to be considered a responsible bidder, the contractor must participate in a Class A Apprenticeship Program."

Hemery also recommended that number 16 be amended to read as follows, "In the discretion of the Brown County Purchasing Department, at the time a Request for Bids or Request for Quotes is issued, the contractor must have a record of satisfactorily completing at least two (2) projects of similar size and complexity within the last five (5) years."

These two changes would allow Purchasing to have some discretion to require either Class A Apprenticeship or a certain amount of projects in a certain number of years. All other criteria would need to be met in absolutely every case when determining the responsible bidder. Hemery said this ordinance is based on one that was enacted in another county and he feels all the conditions are very objective but he would like to see the discretion in the items he discussed.

Sieber said it is his understanding that the sales tax projects are going to come before the appropriate standing committee and the Administration Committee with the request for bids. Director of Administration Chad Weininger said if an RFP is done, the RFP will go out and that is the authority to move forward. For highway projects, they follow the same process they do for bonding, so this is just changing bonding dollars for sales tax dollars. With regard to the jail, there is an owner's rep and they will be going before the Public Safety Committee to give a project status update which is more than is normally done, but it will be handled in this way because of the size of the project. Public Works Director Paul Fontecchio added that the RFP for the design architects for the jail and Medical Examiner's office will be coming to Public Safety in June. Then when they go out for bid, it will also go back to Public Safety. Sieber said at that time there is no reason we cannot put the Purchasing Department recommendation on the RFPs and then the Committees could alter the language before the RFP goes out.

Van Dyck brought up the Apprenticeship Program requirement and noted that in his research regarding apprenticeships, he could not find any reference to a Class A Apprenticeship. Further, to him the definition of "Class A Apprenticeship Program" under section (5)(b)2 of the ordinance should read: "Class A Apprenticeship Program" means an apprenticeship program that is currently approved by the U.S. Department of Labor or a state apprenticeship agency." He does not see the need to go into journey person status for three years, etc. If the program is registered with the state or federal government he feels that is enough. He also then number 7 would also have to be cleaned up a little.

Moynihan said some of the apprenticeship language got in there because these are top flight generational-type projects that we are going to conduct and we want the best and brightest of vendors. Sieber agreed with Moynihan and said the County is looking at trying to build the best quality project we can because who knows when the next County Board will put money into the projects. He does not want to see this watered down because we may end up with things we regret down the road and he wants to make sure things are done the right way the first time.

Van Dyck responded that this is not watering anything down and pointed out there are qualifications that need to be followed with the state and federal government as far as what you have to do to be qualified and, in addition, there is a certificate issued at the end of the program. Van Dyck feels we are focusing too much on the trades. Van Dyck said if there is a federal or state program for registering for apprenticeships, he does not understand why that would not be good enough.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to approve the ordinance with the recommendations made by Corporation Counsel and direct Corporation Counsel to prepare an updated ordinance to be placed on the County Board Agenda. Vote taken. MOTION CARRIED 6 TO 1 (Nay: Van Dyck)

6. An Ordinance to Amend Section 3.25 (County Vehicle I.D. Markings) of Chapter 3 of the Brown County Code of Ordinances.

Motion made by Supervisor Buckley, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

7. An Ordinance to Amend Schedule A of Section 340.0003 of Chapter 340 of the Brown County Code of Ordinances.

Motion made by Supervisor Erickson, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

8. Resolution for Emergency Repair of Arena Roof.

Fontecchio informed the repairs will cost in the area of \$257,000 and the County has a \$10,000 deductible.

Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Resolution Authorizing Jurisdictional Revisions to CTH G (Main Avenue) in the City of De Pere.

Motion made by Supervisor Erickson, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

10. 2017 Balance Budget Adjustment.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Internal Auditor

11. Board of Supervisors Budget Status Reports (Unaudited) – December 2017 and March 2018.

Internal Auditor Dan Process informed the Board office returned about \$12,000 to the general fund last year, mostly related to a change in health insurance. He also informed there is still a carryover for the iPads.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Veterans Recognition Subcommittee Budget Status Reports (Unaudited) – December 2017 and March 2018.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Status Update: March 1 – April 30, 2018.

Process reported an appeal has been received and the process to set up an appeal hearing has been started.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

14. Corporation Counsel's Report.

No report; no action taken.

Human Resources

15. HR Director's Report.

Human Resources Director Kathryn Roellich did not have anything to add to her report in the agenda packet unless there were any questions. She noted she did get an additional resignation last week, but the department is in the process of replacing vacant positions.

Buckley asked if the County has been analyzing HR and why employees are leaving. Roellich responded that each time an employee gives a resignation she has met with them to address any issues or concerns. One person resigned because she no longer wants to work fulltime but there is no part-time position available; one left because she did not like being tied to the schedule so she transferred to another department within the County. Another left because she no longer wanted to work in an office and took a job with the Postal Service where she can work outside. There was also a retirement and someone else left because they found a job they felt was a better fit. One of the recent resignations was due to someone finding a job that paid \$12,000 more than the County paid.

Buckley asked if having a few part-time positions would help cover some of the open positions. Roellich noted that one of the people who resigned recently has offered to stay on in a part-time capacity until staffing is brought back up. Roellich said they are making headway and have several positions starting in the next several weeks.

Buckley recalled that several months ago changes in payroll were approved for the Highway Department and jail staff and asked if those changes have gone into effect. Roellich responded that those changes have not been implemented yet because the person who was in payroll left for a position that she felt was a better fit. They have hired a new person who has significant payroll training, but is not very familiar with the program the changes need to be made in. The employee has now completed training and is developing a process as to how she is going to address those changes. Roellich sent out an e-mail to the departments letting them know that she will be working on implementing this and that it was anticipated that it would be the end of June before the process is complete.

Van Dyck asked if there is any County policy that restricts new employees from transferring to a different department for a specified period of time. Roellich does not recall anything specifically without looking at the code and the handbook that would prevent that. Van Dyck was curious as to how many interdepartmental transfers take place within the first year or two of employment and he feels the County should consider looking at that. He feels there should be some sort of timeframe on this because a lot of training goes into positions and people coming in and being trained and then moving to a different department right away does not seem efficient.

Buckley asked if Roellich is authorizing overtime in her department to keep up with work in light of the open positions. Roellich said some of the positions are exempt and therefore not subject to overtime, but there is one employee who said she is willing to work overtime to assist. The exempt employees are putting in extra time and the Payroll Specialist position does not require overtime. As things progress Roellich said there may be a need for overtime and she also noted that she has recently hired a temp to do some of the lower level tasks.

Motion made by Supervisor Moynihan, seconded by Supervisor Van Dyck to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Department of Administration

16. Director of Administration's Report.

Director of Administration Chad Weininger informed room tax is running at about \$100,000 and sales tax is running at about \$300,000, but he noted it is early. He said the room tax is important because the County will be relying on that for the expo center and if it is short the County will have to make up the shortfall.

At this time Weininger asked TS Director August Neverman to talk about the County website. Neverman provided several documents, copies of which are attached. With regard to the closed captioning, the costs are outlined in the handout and he would propose that \$9,000 be budgeted to cover closed captioning and transcription for the primary County Board meetings. The costs would increase if more meetings were included. The cost is basically \$1 per minute and the \$9,000 was an estimate based on the longest meeting which was then multiplied by 12.

Neverman continued that he would propose adding an FTE position to work on the website, social media and the closed captioning. The estimated salary base for an FTE would be about \$80,000 and the estimated cost for local storage of video is estimated at \$20,000. Neverman noted that he did not get specific numbers from HR as of this time since it is not known if this is something that is going to move forward.

Erickson asked if there is any information available as to how many people look at the website. Neverman said there are about 2.8 million page views on the website and a lot of those are by inmates. Across the board, most of the pages are getting activity. Once you leave the home page there are single digit percentages on most pages because there are so many pages.

Neverman continued that one of the proposals with regard to the website would be to use advertising to try to recoup some of the expenses because of the high number of page hits. This would require a lot of work with Corporation Counsel, but it is a possibility and has been done in other organizations. Erickson suggested allowing advertisements as a way to offset some of the closed captioning expenses. Neverman said in the research he has done, he found there would probably have to be a bidding process that is very open and detailed.

Neverman said details regarding the cost of the website rebuild is listed in the proposal and is approximately \$30,000. The next closest bid was about \$150,000. Neverman said we would be getting what has already been developed for other counties from DMI and that is one of the reasons the cost is reasonable. Weininger asked if the \$30,000 could be spent with DMI and then eliminate the FTE position he talked about. Neverman responded his strong recommendation is we have an owner and manager of the site. One of the problems with the site is that the content is very out of date. Neverman feels that the Human Services Department alone could tie up half an FTE and he noted that there are 29 other departments.

Buckley asked if it would be possible to share an FTE position with another municipality. Neverman said he did not see where there would be any benefit to a sharing agreement and noted that he actually originally proposed two positions. Weininger suggested that this be placed on the Administration Committee agenda for further discussion.

Lund felt to make the website more mobile friendly would be important and he would like to see money budgeted to do that.

Van Dyck asked for clarification of what we are currently doing with the Board meetings. Weininger said at this time we are not doing anything with them. Without closed captioning we cannot post the meetings. He said the City sends their meetings out for transcription and noted that we could also do that and have the meetings typed by someone who would then send them back. Neverman said with the \$9,000 proposal we would record the meetings and provide some basic information and then send it off to a transcriptionist and we would then get the closed captioned document back. To have this done in real time would be significantly more expensive.

Erickson brought up sign language as an option. Weininger said that was another option they looked at and it was more expensive than having the meetings transcribed for closed captioning.

**Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

County Executive

17. County Executive's Report.

No report; no action taken.

Other

18. Such other matters as authorized by law.

Moynihan informed that today is Chair Lund's birthday and offered him his best wishes.

Lund congratulated those on the Committee on their reelections to the Board and the Executive Committee.

19. Adjourn.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to adjourn at 6:41 pm. Vote taken.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Administrative Specialist

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR June 11, 2018 MEETING				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27	5/21/2018	\$ 1,755.25	Airport General
Von Briesen	255966	4/13/2018	\$ 14,952.00	Highway
MWK LLC		3/29/2018	\$ 1,875.00	Corp Counsel
Von Briesen	256981	4/24/2018	\$ 13,412.14	Corp Counsel
Jennifer J. Flick		5/9/2018	\$ 37.50	Corp Counsel
Von Briesen	257677	5/7/2018	\$ 3,128.00	Corp Counsel
Von Briesen	255753	4/11/2018	\$ 1,536.00	HR
Von Briesen	255754	4/11/2018	\$ 648.00	HR
Total —			\$ 37,343.89	

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
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May 21, 2018

Brown County Austin Straubel
International Airport
P.O. Box 23600
Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
4/25	review miscellaneous emails and correspondence re: Tom Miller, Dave Hemery, and Charlie Smith re: Consent to Sublease insurance	.20
5/5	Email from Tom Miller re: WPS Easement (Jet Air); Email from Sue Bertrand re: Dr. Anderas; Review miscellaneous emails re: Pilot Smith; Review Weather Bureau Lease subfile; Review email - Tim Jorgensen at Associated Bank; Review loan documents/Oneida/Wingate	.10 .10 .30 .35 .50
5/7	Review Consent, etc., re: Oneida/Associated Bank; Phone conference with Tom Miller re: Oneida, etc.; Email to Tim Jorgensen at Associated Bank re: Oneida	1.50 .25
5/11	Email from Tom Miller; Review Press-Gazette Promo Agreement; Phone conference with Tom Miller re: Press- Gazette Agreement	.35 .65
5/16	Email from Marty Piette re: Weather facility; Email - Tom Miller re: Press-Gazette; Email - Tom Miller re: Press-Gazette; Begin review of comments, etc. re: Weather Bureau	.10 .10 .40 .25
5/17	Review current Weather Bureau lease re: clauses - new lease; Phone conference with Marty Piette re: Weather Bureau Balloon; Letter to Marty Piette re: Weather Bureau Balloon.	.20 .40 .20
	TOTAL HOURS:	5.95

5.95 HOURS @ \$295.00 PER HOUR = \$1,755.25

AMOUNT DUE ON ACCOUNT: \$1,755.25

Thank you.





100.016.001.5716

COPY

BROWN COUNTY
DAVID HEMRY
DAVID.HEMRY@CO.BROWN.WI.US

INVOICE NO. 255966
INVOICE DATE APRIL 13, 2018
TAX ID. 39-1576289
ATTY. ANDREW T. PHILLIPS

HIGHWAY LEGAL MATTERS

MATTER NO. 009948-00024

PROFESSIONAL SERVICES RENDERED THROUGH MARCH 31, 2018

CURRENT FEES	\$14,952.00
TOTAL CURRENT CHARGES THIS BILL	\$14,952.00
TOTAL AMOUNT DUE	\$14,952.00

BROWN COUNTY
DAVID HEMRY
DAVID.HEMRY@CO.BROWN.WI.US

INVOICE NO. 255966
INVOICE DATE APRIL 13, 2018
TAX ID. 39-1576289
ATTY. ANDREW T. PHILLIPS

HIGHWAY LEGAL MATTERS

MATTER NO. 009948-00024

PROFESSIONAL SERVICES RENDERED THROUGH MARCH 31, 2018

02/01/18	ATP	TELEPHONE CONFERENCE WITH COMMISSIONER FONTECCHIO REGARDING VARIOUS ISSUES.	.50	120.00
02/01/18	RJR	CONFER WITH ATTORNEY CONARD REGARDING VILLAGE OF HOWARD ISSUES, INCLUDING OPTIONS, BENEFITS AND RISKS OF PROPOSED SOLUTIONS.	1.00	240.00
02/01/18	BJC	REVIEW DOCUMENTS PROVIDED BY CLIENT INCLUDING MAPS OF COUNTY HIGHWAY SHOP PROPERTY; REVIEW RELEVANT ZONING LAW AND VILLAGE OF HOWARD ZONING CODE AND RELATED PROVISIONS; REVIEW NONCONFORMING USE CASE LAW AND STATUTES; CALL WITH CLIENT TO DISCUSS INITIAL THOUGHTS AND STRATEGY REGARDING CLIENT'S POSITION; REVIEW AND STRATEGIZE WITH ANDY PHILLIPS.	3.70	888.00
02/02/18	ATP	REVIEW AND ANALYSIS OF INFORMATION AND MATERIALS REGARDING VILLAGE OF HOWARD DISPUTE; EMAIL TO ATTY CONARD.	.20	48.00
02/02/18	RJR	CONFERENCE WITH ATTORNEY CONARD TO DISCUSS ADDITIONAL OPTIONS FOR VILLAGE OF HOWARD MATTER.	.40	96.00
02/02/18	BJC	REVIEW RELEVANT STATUTES, ADMINISTRATIVE CODE, AND CASE LAW REGARDING LAND USE AND ZONING ISSUES; REVIEW RELEVANT LAW REGARDING ADVERSE POSSESSION REGARDING VILLAGE LAND OCCUPIED AND USED BY CLIENT; DISCUSS POSSIBLE STRATEGY WITH CLIENT; DRAFT ANALYSIS OF OPTIONS AND POSSIBLE STRATEGIES.	3.10	744.00
02/05/18	ATP	MEETING WITH ATTY CONARD REGARDING OPTIONS FOR DEALING WITH VILLAGE.	.30	72.00

BROWN COUNTY
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02/05/18	BJC ANALYZE OPTIONS AND DETERMINE STRATEGY WITH ANDY PHILLIPS; EMAIL CLIENT REGARDING PROPOSED STRATEGY; BEGIN DRAFTING OPINION MEMO REGARDING CLIENT'S USE OF HIGHWAY SHOP PROPERTY, ZONING ISSUES, AND ADVERSE POSSESSION CLAIM.	1.60	384.00
02/06/18	BJC REVIEW EMAIL FROM CLIENT REGARDING ADDITIONAL INFORMATION FOR USE OF NORTH END OF HIGHWAY SHOP PROPERTY; EMAIL CLIENT REGARDING TIMING FOR OPINION MEMO.	.20	48.00
02/07/18	BJC CONTINUE DRAFTING OPINION MEMO REGARDING LAND USE, ZONING ISSUES, AND ADVERSE POSSESSION CLAIM POSITION.	3.10	744.00
02/08/18	RJR REVIEW AND REVISE MEMORANDUM TO ADDRESS VILLAGE OF HOWARD/DUCK CREEK FACILITY ISSUES.	1.10	264.00
02/08/18	BJC FINALIZE OPINION MEMO REGARDING LAND USE, ZONING, AND ADVERSE POSSESSION CLAIM, INCLUDING EXHIBITS (1.4); REVIEW CLIENT EMAIL REGARDING CONVEYANCE OF LAND ISSUE; REVIEW CONVEYANCE DEEDS AND MAP OF AFFECTED PROPERTIES; EMAIL CLIENT REGARDING FOLLOW UP QUESTIONS AND INITIAL THOUGHTS REGARDING CONVEYANCE ISSUE (CONVEYANCE MATTER - 1.3).	2.70	648.00
02/09/18	BJC REVIEW CORRESPONDENCE WITH VILLAGE PROVIDED BY CLIENT; DISCUSS STRATEGY WITH CLIENT AND CLIENT'S DISCUSSION WITH VILLAGE; BRIEFLY REVIEW VILLAGE OF HOWARD EROSION CONTROL ORDINANCE AS RELATED TO CLIENT'S DNR PERMIT REVIEW; FOLLOW UP DISCUSSION WITH CLIENT REGARDING EROSION CONTROL ISSUE.	1.10	264.00
02/10/18	BJC REVIEW VILLAGE OF HOWARD ZONING ORDINANCE FOR REQUIREMENTS REGARDING FENCING PLACEMENT AND CONSTRUCTION; REVISE OPINION MEMO TO INCLUDE DISCUSSION OF FENCING; EMAIL CLIENT REGARDING FENCING AND OPINION THAT NO VILLAGE APPROVAL NEEDED BASED ON ZONING ORDINANCE.	1.50	360.00
02/12/18	BJC BEGIN REVIEW OF MATERIALS AND DOCUMENTS REGARDING WPS PAST DUE INVOICE.	.20	48.00

BROWN COUNTY
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02/13/18 BJC	(WPS PAST DUE INVOICE) REVIEW WISDOT CHANGE ORDERS; REVIEW SPECIAL PROVISIONS; REVIEW UTILITY PERMIT; REVIEW BROWN COUNTY UTILITY ACCOMMODATION POLICY; REVIEW RELEVANT LAW REGARDING STATUTE OF LIMITATIONS ON CLIENT'S CLAIM; ANALYZE CLIENT'S POSITION REGARDING PAST DUE INVOICE; EMAIL CLIENT WITH INITIAL THOUGHTS, STRATEGY, AND FOLLOW UP QUESTIONS.	2.90	696.00
02/14/18 BJC	FINALIZE STRATEGY REGARDING OPINION MEMO FOR HIGHWAY SHOP FACILITY WITH ANDY PHILLIPS; FINALIZE OPINION MEMO; EMAIL CLIENT REGARDING FINALIZED MEMO; DISCUSS MEMO AND SUGGESTED STRATEGY WITH CLIENT.	1.00	240.00
02/15/18 BJC	(HIGHWAY SHOP LAND USE) REVIEW VILLAGE OF HOWARD ORDINANCE REGARDING BERM ISSUE; DISCUSS BERM ISSUE, MEMO, AND STRATEGY WITH CLIENT (0.6); (WPS PAST DUE INVOICE) REVIEW SIGNED WPS PERMIT FROM 2012; REVIEW WISDOT SPECIAL PROVISIONS AND RELATED DOCUMENTS; BEGIN DRAFTING DEMAND LETTER TO WPS (2.8).	3.40	816.00
02/19/18 RJR	CONFERENCE WITH ATTORNEY CONARD TO ANALYZE UTILITY PAYMENT/PAST DUE INVOICE AMOUNT ISSUES.	.50	120.00
02/20/18 RJR	REVIEW CORRESPONDENCE TO WISCONSIN PUBLIC SERVICES REGARDING UTILITY DELAYS AND PAST DUE AMOUNTS.	.30	72.00
02/20/18 BJC	FINALIZE INITIAL DRAFT OF DEMAND LETTER TO WPS REGARDING PAST DUE INVOICE.	1.00	240.00
02/22/18 ATP	REVISIONS TO WPS LETTER.	.20	48.00
02/22/18 BJC	FINALIZE DRAFT OF DEMAND LETTER TO WPS AND PROVIDE TO CLIENT FOR REVIEW.	.30	72.00
02/26/18 BJC	FINALIZE OVERDUE INVOICE LETTER AND PREPARE FOR SIGNATURE.	.20	48.00
02/27/18 BJC	(LAND CONVEYANCE AND CULVERT ISSUE) REVIEW RELEVANT STATUTE FROM TIME OF LAND CONVEYANCE; FINALIZE DRAFT OF EMAIL TO CLIENT REGARDING NO NEED FOR NEW EASEMENT.	.50	120.00

BROWN COUNTY
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02/28/18	RJR	REVIEW MEMORANDUM REGARDING CULVERT EASEMENT ISSUES; RESEARCH OF APPLICABLE STATUTORY SECTIONS; REVIEW OF DOCUMENTS AND PLAT TO DETERMINE STATUTORY COMPLIANCE AND VALIDITY OF EASEMENTS; FOLLOW-UP DISCUSSION WITH ATTORNEY CONARD.	2.60	624.00
02/28/18	BJC	REVIEW CONVEYANCE OF LAND ISSUE PLAT AND RELATED DEEDS.	.50	120.00
03/01/18	BJC	REVIEW PLAT REGARDING CONVEYANCE ISSUE; DISCUSS ISSUE OF THE LOCATION OF THE CULVERT WITH CLIENT; REVIEW OPTIONS AND NEW FACTS WITH CLIENT; DRAFT ANALYSIS REGARDING COUNTY'S ABILITY TO REPLACE CULVERT AND PIPING WITHOUT A NEW EASEMENT.	2.50	600.00
03/02/18	RJR	REVIEW DRAFT CORRESPONDENCE TO MR. RAISLEGER PRESCRIPTIVE EASEMENT CLAIM, NECESSARY STEPS IN RECORDING FOR PRESERVATION OF INTEREST AND POSSIBLE CLAIMS BY PROPERTY OWNER; EDIT AND REVISE DRAFT CORRESPONDENCE AND VERIFY LEGAL CONCLUSIONS; COORDINATE FINAL CORRESPONDENCE FOR MR. RAISLEGER WITH ATTORNEY CONARD.	.80	192.00
03/02/18	RJR	ANALYSIS OF ADMINISTRATIVE CODE PROVISIONS OF PSC RELATING TO COUNTY REGULATION OF UTILITIES IN COUNTY RIGHT-OF-WAY; EDIT AND REVISE CORRESPONDENCE TO MR. FONTECCHIO REGARDING COUNTY'S CODE AND PERMIT RESTRICTIONS OF PLACEMENT OF UTILITIES IN COUNTY RIGHT-OF-WAY.	.70	168.00
03/02/18	BJC	FINALIZE ANALYSIS OF CONVEYANCE OF LAND ISSUE REGARDING REPLACEMENT OF HIGHWAY CULVERT; BEGIN REVIEW OF UTILITY LOCATION IN RIGHT-OF-WAY ISSUE.	1.40	336.00
03/05/18	RJR	REVIEW, EDIT AND REVISE DRAFT CORRESPONDENCE TO MR. FONTECCHIO REGARDING COUNTY ABILITY TO REGULATE UTILITY PLACEMENT IN COUNTY RIGHT-OF-WAY (.4); DETERMINE ADDITIONAL RESEARCH AND ANALYSIS TO BE COMPLETED PRIOR TO FINALIZING CORRESPONDENCE (.3); DISCUSSION WITH ATTORNEY CONARD (.4).	1.10	264.00

BROWN COUNTY
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03/05/18	BJC	REVIEW RELEVANT LAW REGARDING THE RIGHT OF UTILITIES TO LOCATE WITHIN HIGHWAY RIGHT-OF--WAY; REVIEW RELEVANT LAW REGARDING THE ABILITY OF COUNTIES TO REGULATE THE LOCATION OF UTILITIES WITHIN HIGHWAY RIGHT-OF-WAY; REVIEW PSC 130 FOR APPLICATION TO COUNTIES; DRAFT ANALYSIS TO CLIENT REGARDING FINDINGS.	3.80	912.00
03/06/18	RJR	DISCUSSION AND ANALYSIS OF ISSUES REGARDING REGULATION OF UTILITIES IN COUNTY RIGHT-OF-WAY (.5); REVIEW, EDIT AND REVISE ADDITIONAL CORRESPONDENCE TO MR. FONTECCHIO (.4).	.90	216.00
03/06/18	BJC	FINALIZE AND PROVIDE INITIAL EMAIL ANALYSIS TO CLIENT REGARDING REGULATION OF UTILITY LOCATION WITHIN HIGHWAY RIGHT-OF-WAY.	.20	48.00
03/07/18	BJC	DISCUSS REGULATION OF UTILITIES WITHIN HIGHWAY RIGHT-OF-WAY ISSUE WITH CLIENT; DISCUSS NEW DEVELOPMENTS REGARDING VILLAGE OF HOWARD ISSUE WITH CLIENT.	.60	144.00
03/12/18	BJC	REVIEW WISDOT UAP AND RELEVANT FEDERAL CODE REGARDING PRIVATE UTILITIES WITHIN HIGHWAY RIGHT-OF-WAY ISSUE.	.40	96.00
03/13/18	BJC	CONTINUE REVIEW OF RELEVANT LAW REGARDING LOCATION AND PLACEMENT OF PRIVATE UTILITIES WITHIN HIGHWAY RIGHT-OF-WAY.	.80	192.00
03/19/18	BJC	REVIEW VILLAGE OF HOWARD PLAN COMMISSION AGENDA AND VILLAGE ATTORNEY STATEMENTS REGARDING COUNTY HIGHWAY DEPARTMENT'S POSITION; DISCUSS LEGAL ISSUES AND STRATEGIZE WITH CLIENT PRIOR TO PLANNING COMMISSION MEETING.	.70	168.00
03/20/18	BJC	BEGIN DRAFTING MEMO REGARDING REGULATION OF LOCATION AND PLACEMENT OF UTILITIES WITHIN COUNTY HIGHWAY RIGHT-OF-WAY BASED ON RELEVANT LAW.	2.90	696.00
03/21/18	RJR	ATTENTION TO AND DISCUSSION OF ISSUES REGARDING COUNTY REGULATION OF UTILITIES IN COUNTY RIGHT-OF-WAY; INTAL REVIEW OF DRAFT ANALYSIS FOR MR. FONTECCHIO.	.80	192.00

BROWN COUNTY
 009948-00024

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03/21/18 BJC	CONTINUE DRAFTING MEMO REGARDING ABILITY OF COUNTY TO REGULATE UTILITY LOCATION AND PLACEMENT WITHIN COUNTY HIGHWAY RIGHT-OF-WAY; REVIEW ADDITIONAL STATUTES AND CASELAW; EMAIL CLIENT REGARDING INCLUSION OF MUNICIPAL WATER AND STORM SEWER UTILITIES WITHIN RESTRICTED ZONE.	5.10	1224.00
03/28/18 RJR	DISCUSSION AND ANALYSIS OF MEMORANDUM TO ADDRESS COUNTY'S PROPOSAL OF REGULATING UTILITIES IN COUNTY RIGHT-OF-WAY.	.50	120.00
03/28/18 BJC	REVIEW STATE UTILITY STATUTES AND THEIR APPLICATION TO COUNTY HIGHWAY RIGHT-OF-WAY WITH REBECCA ROEKER.	.60	144.00
03/29/18 RJR	REVIEW PROVISIONS OF WISCONSIN ADMINISTRATIVE CODE FOR APPLICABILITY TO COUNTY AND TO ANALYZE VALIDITY OF COUNTY PROPOSAL; REVIEW ANALYSIS OF STATUTORY PROVISIONS IMPACTING COUNTY PROPOSAL.	.50	120.00
03/30/18 RJR	REVIEW WISCONSIN ADMINISTRATIVE CODE PROVISIONS, STATUTES AND CASE LAW TO ASSESS RESTRICTIONS ON COUNTY'S ABILITY TO REGULATE UTILITIES IN COUNTY HIGHWAY RIGHT-OF-WAY; ANALYZE AND CONFER REGARDING POTENTIAL LEGAL RISKS AND OTHER ISSUES; EDIT AND REVISE DRAFT MEMORANDUM AND PERMITS.	2.80	672.00
03/30/18 BJC	REVIEW DRAFT MEMO AND APPLICATION OF STATE UTILITY LAW TO CLIENT WITH REBECCA ROEKER; FINALIZE REVISIONS TO CLIENT PERMIT PROVISIONS REGARDING BOTH PUBLIC AND PRIVATE UTILITIES AND PROVIDE TO CLIENT.	1.10	264.00

CURRENT FEES FOR THIS MATTER

\$14,952.00

BILLING SUMMARY

CURRENT FEES

\$14,952.00

TOTAL CURRENT CHARGES THIS BILL

\$14,952.00

www.vonbriesen.com 411 East Wisconsin Avenue, Suite 1000 Milwaukee, WI 53202-1109 Phone 414-276-1122 Fax 414-218-6416

BROWN COUNTY
009948-00024

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TOTAL AMOUNT DUE

\$14,952.00

MWK LLC
3100 Pioneer Drive
Green Bay, WI 54313

100,016.001.5716,200

Invoice for Litigation Consulting Services

Client: **BROWN COUNTY Case No. 18-CV-13** requested by von Briesen & Roper

Date: 3/29/2018

Services for the month of: January 31, 2018 to February 20, 2018

Date	Hours	Rate	Brief Description	Amount
1/31	2.50	150.00	Review initial court filings and background information; including Sales Tax Ordinance, County Budget and levy limit forms	375.00
2/1	1.50	150.00	Discuss role in case with Smitha (vB&R), research Generally Accepted Government Auditing Standards	225.00
2/5	2.00	150.00	Draft information for Affidavit, send to Smitha and discuss what to include in Affidavit	300.00
2/6	1.25	150.00	Discuss information with Smitha, proofread draft, make changes	187.50
2/9	0.50	150.00	Review final Affidavit, have it notarized	75.00
2/13	1.50	150.00	Review completed affidavits of others and other court filings	225.00
2/19	0.25	150.00	Review plaintiff brief	37.50
2/20	1.00	150.00	Review all information and attend pre-court hearing meeting	150.00
2/20	2.00	150.00	Attend court hearing	300.00
Total				1,875.00



100.016.001.5716.26

BROWN COUNTY
ATTN: DAVID HEMERY
DAVID.HEMERY@CO.BROWN.WI.US
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 256981
INVOICE DATE APRIL 24, 2018
TAX ID. 39-1576289

CLIENT NO. 009948

BCTPA LITIGATION

MATTER NO. 009948-00023

CURRENT FEES FOR THIS MATTER	\$12,856.00
CURRENT DISBURSEMENTS FOR THIS MATTER	\$556.14

CURRENT FEES	\$12,856.00
CURRENT DISBURSEMENTS	\$556.14
TOTAL CHARGES THIS BILL	<u>\$13,412.14</u>

BROWN COUNTY
ATTN: DAVID HEMERY
DAVID.HEMERY@CO.BROWN.WI.US
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 256981
INVOICE DATE APRIL 24, 2018
ATTY. ANDREW T. PHILLIPS

BCTPA LITIGATION

MATTER NO. 009948-00023

PROFESSIONAL SERVICES RENDERED THROUGH MARCH 31, 2018

03/01/18 SC	[REDACTED]	6.10	1952.00
03/01/18 SLN	[REDACTED]	.20	68.00
03/01/18 SLN	[REDACTED]	.20	68.00
03/01/18 ATP	[REDACTED]	.40	112.00
03/01/18 KAP	[REDACTED]	.90	216.00
03/02/18 SC	[REDACTED]	.50	160.00
03/02/18 SLN	[REDACTED]	.40	136.00
03/02/18 SLN	[REDACTED]	.20	68.00
03/02/18 SLN	[REDACTED]	.20	68.00

BROWN COUNTY
009948-00023

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03/02/18 SLN	[REDACTED]	.10	NO CHARGE
03/02/18 SLN	[REDACTED]	.30	102.00
03/03/18 SC	[REDACTED]	.40	128.00
03/05/18 SC	[REDACTED]	1.90	608.00
03/05/18 SLN	[REDACTED]	1.20	408.00
03/05/18 SLN	[REDACTED]	.20	68.00
03/05/18 SLN	[REDACTED]	.30	102.00
03/05/18 AJG	[REDACTED]	.40	96.00
03/05/18 ATP	[REDACTED]	2.20	616.00
03/09/18 SC	[REDACTED]	1.10	352.00
03/09/18 SLN	[REDACTED]	1.60	544.00

BROWN COUNTY
009948-00023

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03/09/18 ATP	[REDACTED]	1.10	308.00
03/13/18 SC	[REDACTED]	1.50	480.00
03/13/18 SLN	[REDACTED]	1.20	408.00
03/13/18 SLN	[REDACTED]	.20	NO CHARGE
03/13/18 ATP	[REDACTED]	.50	140.00
03/14/18 SC	[REDACTED]	4.50	1440.00
03/14/18 SLN	[REDACTED]	1.70	NO CHARGE

BROWN COUNTY
009948-00023

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03/14/18 MES	[REDACTED]	3.50	980.00
03/14/18 ATP	[REDACTED]	.90	252.00
03/16/18 MES	[REDACTED]	1.70	476.00
03/20/18 SC	[REDACTED]	.30	96.00
03/20/18 SLN	[REDACTED]	.20	68.00
03/20/18 MES	[REDACTED]	2.70	756.00
03/21/18 MES	[REDACTED]	1.30	364.00
03/23/18 SC	[REDACTED]	.20	64.00
03/23/18 SLN	[REDACTED]	.20	68.00

BROWN COUNTY
009948-00023

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03/26/18 SC	[REDACTED]	.30	96.00
03/26/18 SLN	[REDACTED]	.60	204.00
03/26/18 ATP	[REDACTED]	.40	112.00
03/29/18 SC	[REDACTED]	2.10	672.00

CURRENT FEES FOR THIS MATTER

\$12,856.00

DISBURSEMENTS

03/15/18	[REDACTED]	246.85
03/15/18	[REDACTED]	135.16
03/30/18	[REDACTED]	131.89
03/08/18	[REDACTED]	42.24

CURRENT DISBURSEMENTS FOR THIS MATTER

\$556.14

BILLING SUMMARY

SMITHA CHINTAMANENI	18.90 hours at \$320.00 =	6048.00
STEVEN NELSON	2.00 hours at \$0.00 =	.00
STEVEN NELSON	7.00 hours at \$340.00 =	2380.00
ANDREW GUZIKOWSKI	0.40 hours at \$240.00 =	96.00
MARK E. SCHMIDT	9.20 hours at \$280.00 =	2576.00

BROWN COUNTY
009948-00023

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ANDREW T. PHILLIPS	5.50 hours at \$280.00 =	1540.00
KATELYN A. PELLITTERI	0.90 hours at \$240.00 =	216.00

CURRENT FEES FOR THIS MATTER	\$12,856.00
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CURRENT DISBURSEMENTS FOR THIS MATTER	\$556.14
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TOTAL AMOUNT DUE FOR THIS MATTER	\$13,412.14
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Invoice No.

INVOICE FOR TRANSCRIPT PREPARATION BY STATE-EMPLOYED COURT REPORTER

► Please type or print information.

County Brown	Case Number 18 CV 13
Case Caption Brown Co. Taxpayers Assoc. v. Brown Co.	Type and Date of Proceeding 2-20-18: motion hrg

Quantity of pages	Description	Rate per page	Amount
	§814.69(1)(a) Originals	\$1.50	\$0.00
75	§814.69(1)(a) Duplicates	\$0.50	\$37.50
	§814.69(1)(b) Originals	\$2.25	\$0.00
	§814.69(1)(b) Duplicates	\$0.50	\$0.00
	§814.69(1)(bm) Originals	\$3.00	\$0.00
	§814.69(1)(bm) Duplicates	\$0.75	\$0.00
	§814.69(1)(c) Originals		\$0.00
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Subtotal			\$37.50
Less credit for prepayment, county copying costs or other credit as applicable			\$0.00
Net Total Due			\$37.50

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<input type="checkbox"/> Public Defender SPD #	
<input type="checkbox"/> Appointed SPD SPD#	
<input type="checkbox"/> District Attorney	
<input type="checkbox"/> Guardian Ad Litem	
<input checked="" type="checkbox"/> Private Counsel	
<input type="checkbox"/> Judge	
<input type="checkbox"/> Other:	
<input type="checkbox"/> Required by statute	

I certify that the total amount shown was computed in accordance with §814.69, Wis. Stats., and that I have not previously applied for or received payment for this amount.

Court Reporter's Signature	Date 5/9/18	County Brown	Branch No. 8
Social Security Number		Telephone Number (920) 448-4128	

Bill to:	Make check payable to and send to:	Send copy of invoice to:
von Briesen & Roper, S.C. Atty Smitha Chintamaneni 411 E. Wisconsin Avenue, Ste. 1000 Milwaukee, WI 53202	Jennifer J. Fick Official Reporter, Br. 8 P.O. Box 23600 Green Bay, WI 54305 3600	Director of State Courts Management Services 110 E. Main Street, Ste 430 Madison, WI 53703

BROWN COUNTY
ATTN: DAVID HEMERY
DAVID.HEMERY@CO.BROWN.WI.US
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 257677
INVOICE DATE MAY 7, 2018
TAX ID. 39-1576289

CLIENT NO. 009948

ECTPA LITIGATION

MATTER NO. 009948-00023

CURRENT FEES FOR THIS MATTER \$3,128.00

CURRENT FEES \$3,128.00

TOTAL CHARGES THIS BILL \$3,128.00



BROWN COUNTY
ATTN: DAVID HEMERY
DAVID.HEMERY@CO.BROWN.WI.US
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 257677
INVOICE DATE MAY 7, 2018
ATTY. ANDREW T. PHILLIPS

BCTPA LITIGATION

MATTER NO. 009948-00023

PROFESSIONAL SERVICES RENDERED THROUGH APRIL 30, 2018

04/02/18 SLN	1.50	510.00
04/06/18 SC	.20	NO CHARGE
04/06/18 SLN	.40	136.00
04/07/18 SC	.40	128.00
04/09/18 SLN	.30	102.00
04/09/18 ATP	.90	252.00
04/10/18 SC	.80	256.00
04/10/18 SLN	.20	68.00
04/11/18 SLN	.20	NO CHARGE
04/11/18 ATP	1.10	308.00
04/12/18 SC	.50	160.00

BROWN COUNTY
009948-00023

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04/12/18 SLN	.30	102.00
04/12/18 ATP	.60	168.00
04/13/18 SLN	.20	NO CHARGE
04/13/18 KAP	1.40	336.00
04/16/18 SC	.20	64.00
04/16/18 SLN	.20	68.00
04/16/18 ATP	.20	56.00
04/23/18 SC	.20	64.00
04/23/18 ATP	.20	56.00
04/24/18 SC	.50	160.00
04/24/18 SLN	.20	68.00
04/24/18 SLN	.10	34.00
04/25/18 SC	.10	32.00
04/25/18 SLN	.50	NO CHARGE

BROWN COUNTY
009948-00023

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CURRENT FEES FOR THIS MATTER

\$3,128.00

BILLING SUMMARY

SMITHA CHINTAMANENI	0.20 hours at	\$0.00 =	.00
SMITHA CHINTAMANENI	2.70 hours at	\$320.00 =	864.00
STEVEN NELSON	0.90 hours at	\$0.00 =	.00
STEVEN NELSON	3.20 hours at	\$340.00 =	1088.00
ANDREW T. PHILLIPS	3.00 hours at	\$280.00 =	840.00
KATELYN A. PELLITTERI	1.40 hours at	\$240.00 =	336.00

CURRENT FEES FOR THIS MATTER

\$3,128.00

TOTAL AMOUNT DUE FOR THIS MATTER

\$3,128.00



100.016.001.5716

BROWN COUNTY
ATTN: DAVID HEMERY
VIA E-MAIL: DAVID.HEMERY@CO.BROWN.WI.US
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 255753
INVOICE DATE APRIL 11, 2018
TAX ID. 39-1576289

CLIENT NO. 009948

PERSONNEL MATTERS

MATTER NO. 009948-00001

CURRENT FEES FOR THIS MATTER

\$1,536.00

CURRENT FEES

\$1,536.00

TOTAL CHARGES THIS BILL

\$1,536.00

BROWN COUNTY
ATTN: DAVID HEMERY
VIA E-MAIL: DAVID.HEMERY@CO.BROWN.WI.US
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 255753
INVOICE DATE APRIL 11, 2018
ATTY. ANDREW T. PHILLIPS

PERSONNEL MATTERS

MATTER NO. 009948-00001

PROFESSIONAL SERVICES RENDERED THROUGH MARCH 31, 2018

02/05/18 TELEPHONE CONFERENCE WITH K.ROELlich AND
G.GERBERS REGARDING CONTRACTS FOR SYBEL HOPP
EMPLOYEES; TELEPHONE CONFERENCE WITH MARGE
RESNOR AT DPI REGARDING SAME; LEGAL RESEARCH
REGARDING SAME.

02/07/18 TELEPHONE CONFERENCE WITH RYAN NILSESTUEN
REGARDING SYBEL HOPP SCHOOL AND TEACHER
EMPLOYMENT; COMMUNICATION SERIES WITH
K.ROELlich REGARDING SAME.

02/21/18 RECEIVE AND REVIEW DWD COMPLAINT REGARDING
EMPLOYEE CLAIM FOR VACATION HOURS; LEGAL
ANALYSIS OF CLAIM FOR VESTED VACATION BENEFITS;
COMMUNICATION SERIES WITH K.ROELlich REGARDING
SAME.

02/22/18 TELEPHONE CONFERENCE WITH K.ROELlich REGARDING
DWD WAGE COMPLAINT; COMMUNICATION SERIES WITH
K.ROELlich REGARDING SAME; COMMUNICATION SERIES
WITH INVESTIGATOR TERRANCE MOE AT DWD
REQUESTING EXTENSION FOR RESPONSE.

CURRENT FEES FOR THIS MATTER

\$1,536.00

BROWN COUNTY
009948-00001

PAGE 2

BILLING SUMMARY

CHRISTINE V. HAMIEL	6.40 hours at \$240.00 =	1536.00
CURRENT FEES FOR THIS MATTER		\$1,536.00
TOTAL AMOUNT DUE FOR THIS MATTER		\$1,536.00



100.016.001.5716

BROWN COUNTY
ATTN: DAVID HEMERY
VIA E-MAIL: DAVID.HEMERY@CO.BROWN.WI.US
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 255754
INVOICE DATE APRIL 11, 2018
ATTY. ANDREW T. PHILLIPS

GENERAL

MATTER NO. 009948-00008

PROFESSIONAL SERVICES RENDERED THROUGH MARCH 31, 2018

03/02/18 CVH PREPARE RESPONSE LETTER TO DWD; REVIEW DISCIPLINARY DISPOSITION TO EMPLOYEE; COMMUNICATION SERIES WITH K.ROELlich REGARDING SAME; ATTENTION TO COMMUNICATIONS FROM K.ROELlich AND D.HEMERY REGARDING MATTER.	1.30	312.00
03/05/18 CVH COMMUNICATION SERIES WITH K.ROELlich REGARDING EMPLOYEE AMENDED DISCIPLINE; PREPARE LETTER TO INVESTIGATOR MOE AT DWD REGARDING AMENDED DISCIPLINARY REPORT.	.70	168.00
03/08/18 CVH RECEIVE AND REVIEW COMMUNICATION FROM INVESTIGATOR MOE TO COMPLAINANT REQUESTING ADDITIONAL RESPONSE OR CLOSURE OF FILE; COMMUNICATE WITH K.ROELlich REGARDING SAME.	.20	48.00
03/12/18 CVH TELEPHONE CONFERENCE WITH K.NAVIN REGARDING EMPLOYEE ACCOMMODATION AND DISCIPLINE MATTER.	.30	72.00
03/28/18 CVH RECEIVE AND REVIEW COMMUNICATION FROM INVESTIGATOR MOE CLOSING FILE ON EMPLOYEE DWD WAGE COMPLAINT FOR VACATION HOURS; COMMUNICATION TO K.ROELlich AND D.HEMMERY REGARDING SAME.	.20	48.00

CURRENT FEES FOR THIS MATTER

\$648.00

BROWN COUNTY
009948-00008

PAGE 2

BILLING SUMMARY

CHRISTINE V. HAMIEL	2.70 hours at \$240.00 =	648.00
CURRENT FEES FOR THIS MATTER		\$648.00
TOTAL AMOUNT DUE FOR THIS MATTER		\$648.00



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 3-16-18 5-16-18

Agenda No. : Exec

Motion from the Floor

I make the following motion: To require all standing
committees to meet between 5:00 PM & 7:30 PM
on ~~Mon. Thurs~~ Monday through Thursday

Signed: [Signature]

District No.: 18

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 3-16-18 5-16-18

Agenda No. : Exec

Motion from the Floor

I make the following motion: To review downtown
parking for County employees, such as
purchasing property or providing vouchers when
employee offices are located in certain
appropriate areas.

Signed: [Signature]

District No.: 18

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 3-16-18 5-16-18

Agenda No. : EXC

Motion from the Floor

I make the following motion: To amend Chapter 2.13(3)(2)
by striking the word "Invocation" and replacing
it with "Moment of Reflection".

Signed: [Signature]
District No.: 18

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

Sd

5

BOARD OF SUPERVISORS

Brown County



2444 BABCOCK ROAD
GREEN BAY, WISCONSIN 54313
PHONE (920) 544-8322

PATRICK W. MOYNIHAN, JR.
SUPERVISOR – DISTRICT 22

June 6, 2018

TO: EXECUTIVE COMMITTEE

FR: SUPERVISOR PATRICK W. MOYNIHAN, JR.

RE: COUNTY BOARD COMPENSATION IN REGARD TO MILEAGE

Dear Committee Members,

For your consideration and ultimately the full County Board, I would like Corporation Counsel to present a more defined policy in regard to county board compensation regarding mileage reimbursement for attending Brown County meetings. Chapter 3 speaks of county business related travel, but does not define county related meetings as does various segments of State Stats. Sec. 59.

Regards,

A handwritten signature in black ink, which appears to read "Patrick Moynihan, Jr.", written in a cursive style.

Patrick W. Moynihan, Jr.
Supervisor – District #22

COMMENTS REGARDING ORDINANCE TO CREATE SUBSECTION 3.01(5)
(RESPONSIBLE BIDDER CRITERIA) OF CHAPTER 3 OF THE BROWN COUNTY
CODE OF ORDINANCES

MAY 16, 2018

FROM; SUPERVISOR RAY SUENNEN

I am requesting that the following issues be considered before the ordinance is adopted.
Changes are in yellow.
Comments are in blue.

(C) Responsible Bidder Criteria

3. The contractor, agent, partner, employee and/or officer of the contractor, must not be debarred, suspended, ~~proposed for debarment~~, or declared ineligible from contracting with any unit of federal, state or local government. The Bidder must fully disclose within the Bid Response any debarred, suspended or declared ineligible for contracting that occurred or were effective within the past 3 years of the date of the Bid Response;

Comment – a pending action of “proposed for debarment” is not a final action and some pending actions are resolved without debarment or even suspension ever occurring. Since the action of “proposed for debarment” is not a final action and appears to be assuming guilt prior to being fully represented – are we ignoring innocent until proven guilty. I recommend removing the “proposed for debarment”

Many governmental contracts require the Bidder to fully disclose all suspension and/or debarments occurrences within the past 3 years.

5. The contractor must have adequate and appropriate insurance coverages, if applicable, including:
 - 1) General liability;
 - 2) Automobile (only if a licensed motor vehicle is used in the performance of the contract;
 - 3) Workers' compensation and unemployment insurance (depending whether the contractor does or does not have employees);

Comment – Insurance coverage is to protect the project owner/County from a potential exposure that may occur during the performance of the

contract. If a contractor does not use a licensed motor vehicle in the performance of the work, then there cannot be an exposure risk from a licensed motor vehicle. Therefore, there is no reason for automobile insurance to be required.

If a sole proprietor is a subcontractor (remember, the ordinance states at any tier), a sole proprietor is not eligible to collect unemployment compensation, and a sole proprietor is not required to have worker's compensation insurance and unemployment insurance. Therefore, a sole proprietor "will not" be able to meet this insurance requirement, nor should such a requirement be placed upon a sole proprietor.

Often clerical staff will "demand" that they receive exactly what the ordinance states and a Bidder/contractor goes through a lot of frustration and extra effort to get to appropriate parties who may concur that automobile, worker's compensation and/or unemployment insurance does not apply to all contractors and/or in all situations, but the County personnel's interpretation of the ordinance still would mean that such insurances is required and must be provided.

This requirement could restrict sole proprietors and other small businesses from participating even if they were the lowest subcontractor to the contractor or the contractor to the County.

7. If required in the discretion of the Brown County Purchasing department at the time a Request for Bids or Request for Quotes regarding a contract of any amount is issued, then in order to be considered a responsible bidder, the contractor must participate in a Class A Apprenticeship Program;

Comment – The Federal Government contracting regulations would consider this requirement a "barrier" in its contracting regulations and process. The Class A Apprenticeship Program is an additional requirements over and above the necessary performance requirements of the contract.

Since many small businesses will not have a Class A Apprenticeship Program, this would be considered a means of restricting small business participation.

The Federal Government promotes the utilization of small business concerns in the Federal Government contracting process and in some cases, when Federal Government funds are used by other governmental agencies (flow-down regulations).

The effect of this requirement on small business concerns may either restrict a small business from participating in the bidding process or increases

the costs for a small business which may no longer make the small business competitive.

Many small business concerns that would be used as subcontractors and even some contractors, may be local businesses and this may have a negative effect on the local economy of Brown County.

- (D) No Restriction on Discretion If verifiable information in is discovered or comes into the possession of the county

Comment – It is too easy to find negative information in today's world that may not be true. Verification of accuracy of the information is important and fair to all parties.

The "in" is not needed in this sentence – grammatical issue.

June 20, 2018

AN ORDINANCE TO CREATE SUBSECTION 3.01(5) (RESPONSIBLE BIDDER CRITERIA) OF CHAPTER 3 OF THE BROWN COUNTY CODE OF ORDINANCES

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Subsection 3.01(5) of Chapter 3 of the Brown County Code of Ordinances is hereby created as follows:

(5) Responsible Bidder Criteria

(a) **Purpose.** Pursuant to Wisconsin Statutes Sections 66.0901 and 59.52(29), all public works contracts, including any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind where the estimated cost of such work will exceed \$25,000, shall be let by contract to the lowest responsible bidder. What constitutes a "responsible bidder" is a determination that requires the exercise of discretion by the county and its departments, officials and/or employees under reasonably consistent responsible bidder criteria, and this Ordinance is intended to provide that criteria.

(b) **Definitions.** In this section, the following definitions shall apply.

1. "Contractor" means a person, corporation, partnership or any other business entity that performs work on a public works contract as a general contractor, prime contractor or subcontractor at any tier.
2. "Class A Apprenticeship Program" means an apprenticeship program that is currently approved by the U.S. Department of Labor or a state apprenticeship agency and has graduated apprentices to journeyman status for three (3) years. In addition, a new apprenticeship program that has been registered with the federal or state government within the last three (3) years will be considered a Class A Apprenticeship Program, provided that such new program graduates to journeyman status within the indenture period and has a bonafide training program.
3. "Public Works Contract" includes any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind where the estimated cost of such work will exceed \$25,000.

(c) **Responsible Bidder Criteria.** In order to be considered a responsible bidder by Brown County for purposes of being awarded a public works contract, the following criteria must be met:

1. The contractor must maintain a permanent place of business;
2. The contractor must be authorized to do business in the State of Wisconsin;
3. The contractor, agent, partner, employee and/or officer of the contractor, must not be debarred, suspended, proposed for debarment or declared ineligible from contracting with any unit of federal, state or local government;

4. The contractor must be in compliance with the provisions of Section 2000e of Chapter 21, Title 42 of the United States Code, and Federal Executive Order No. 11246, as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions);
5. The contractor must have adequate and appropriate general liability, workers' compensation, automobile insurance and unemployment insurance;
6. The contractor must have complied with all provisions of any prevailing wage laws and federal Davis-Bacon related Acts, and the rules and regulations therein, for projects undertaken by the contractor that are covered by these laws, for the past five (5) years;
7. ~~Regarding a Public Works Contract estimated to be in excess of two million dollars, or if~~ If required in the discretion of the Brown County Purchasing Department at the time a Request for Bids or Request for Quotes regarding a contract of any amount is issued, then in order to be considered a responsible bidder, the contractor must participate in a Class A Apprenticeship Program;
8. The contractor must have a written substance abuse prevention program meeting the requirements of Wisconsin Statutes Section 103.503;
9. The employees who will perform work on the project for the contractor must be properly classified as employees or independent contractors under all applicable laws;
10. If the contractor has been the subject of any order or judgment from any state or federal agency or court concerning an employment practice, the contractor must provide copies of the investigation, order or judgment for the county to consider as a factor in determining whether the contractor is a responsible bidder. The contractor may be disqualified for failing to provide said documentation;
11. The contractor's employees who will perform work on the project must be covered under a current workers' compensation policy and must be properly classified under such policy;
12. The contractor must be in compliance with all laws regarding health insurance coverage for employees;
13. The contractor must possess all applicable professional and trade licenses required for performing the public works;
14. The contractor must have adequate financial resources to complete the public works contract, and to complete all other work the bidder is presently under contract to complete;
15. The contractor must be bondable for the terms of the proposed public works contract;
16. If required in the discretion of the Brown County Purchasing Department at the time a Request for Bids or Request for Quotes regarding a contract of any amount is issued, then in order to be considered a responsible bidder. The the contractor must have a record of satisfactorily

completing ~~at least two (2)~~ a specific number of projects of similar size and complexity within the last ~~five (5)~~ specific number of years, with the required specific number of projects and years to be determined by the Purchasing Department prior to the Request for Bids or Request for Quotes being issued;

17. The contractor must have a history of satisfactorily completing projects. Criteria which will be considered in determining whether the contractor is a responsible bidder regarding satisfactorily completing projects may include, but are not limited to, whether the contractor has an acceptable past history of: a) completing contracts in accordance with drawings and specifications; b) diligently performing work and completing contracts in accordance with established time schedules, including any granted extensions of time; and c) fulfilling guarantee requirements of the contract documents; and

18. The contractor must have, and diligently maintain, a written safety program.

(d) No Restriction on Discretion. If information is discovered or comes into the possession of the county or a county department, official and/or employee responsible for awarding the public works contract, and such information calls into question the contractor's abilities or competence to faithfully and responsibly comply with the terms of a public works contract, that information shall be considered in determining whether the contractor is a responsible bidder.

Section 2 - This Ordinance Amendment shall become effective upon passage and publication pursuant to law.

Fiscal Impact: This ordinance does not require an appropriation from the General Fund.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Authored by: Corporation Counsel

Approved by: Corporation Counsel

June 20, 2018

ALTERNATE VERSION
**AN ORDINANCE TO CREATE SUBSECTION 3.01(5) (RESPONSIBLE BIDDER
CRITERIA) OF CHAPTER 3 OF THE BROWN COUNTY CODE OF ORDINANCES**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Subsection 3.01(5) of Chapter 3 of the Brown County Code of Ordinances is hereby created as follows:

(5) Responsible Bidder Criteria

(a) **Purpose.** Pursuant to Wisconsin Statutes Sections 66.0901 and 59.52(29), all public works contracts, including any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind where the estimated cost of such work will exceed \$25,000, shall be let by contract to the lowest responsible bidder. What constitutes a "responsible bidder" is a determination that requires the exercise of discretion by the county and its departments, officials and/or employees under reasonably consistent responsible bidder criteria, and this Ordinance is intended to provide that criteria.

(b) **Definitions.** In this section, the following definitions shall apply.

1. "Contractor" means a person, corporation, partnership or any other business entity that performs work on a public works contract as a general contractor, prime contractor or subcontractor at any tier.
2. ~~"Class—A Registered Apprenticeship Program" means an apprenticeship program that is currently registered with approved by either a State or Federal governmental entity the U.S. Department of Labor or a state apprenticeship agency and that has a graduated apprentices to journey person job classification system process status as well as a bonafide training program, for three (3) years. In addition, a new apprenticeship program that has been registered with the federal or state government within the last three (3) years will be considered a Class A Apprenticeship Program, provided that such new program graduates to journey person status within the indenture period and has a bonafide training program.~~
3. "Public Works Contract" includes any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind where the estimated cost of such work will exceed \$25,000.

(c) **Responsible Bidder Criteria.** In order to be considered a responsible bidder by Brown County for purposes of being awarded a public works contract, the following criteria must be met:

1. The contractor must maintain a permanent place of business;
2. The contractor must be authorized to do business in the State of Wisconsin;
3. The contractor, agent, partner, employee and/or officer of the

contractor, must not be debarred, suspended, ~~proposed for debarment or~~ declared ineligible from contracting with any unit of federal, state or local government;

4. The contractor must be in compliance with the provisions of Section 2000e of Chapter 21, Title 42 of the United States Code, and Federal Executive Order No. 11246, as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions);

5. The contractor must have adequate and appropriate:

- a) general liability insurance;
- b) automobile insurance, except when a licensed motor vehicle is not used in the performance of the contract; and
- c) workers' compensation and unemployment insurance, except when the contractor does not have employees.

6. The contractor must have complied with all provisions of any prevailing wage laws and federal Davis-Bacon related Acts, and the rules and regulations therein, for projects undertaken by the contractor that are covered by these laws, for the past five (5) years;

7. ~~Regarding a Public Works Contract estimated to be in excess of two million dollars, or if~~ Regarding a Public Works Contract estimated to be in excess of two million dollars, and if ~~if required determined to be appropriate~~ in the discretion of the Brown County Purchasing Department at the time a Request for Bids or Request for Quotes ~~regarding a contract of any amount is~~ issued, then in order to be considered a responsible bidder, the contractor must participate in a Class-A Registered Apprenticeship Program;

8. The contractor must have a written substance abuse prevention program meeting the requirements of Wisconsin Statutes Section 103.503;

9. The employees who will perform work on the project for the contractor must be properly classified as employees or independent contractors under all applicable laws;

10. If the contractor has been the subject of any order or judgment from any state or federal agency or court concerning an employment practice, the contractor must provide copies of the investigation, order or judgment for the county to consider as a factor in determining whether the contractor is a responsible bidder. The contractor may be disqualified for failing to provide said documentation;

11. The contractor's employees who will perform work on the project must be covered under a current workers' compensation policy and must be properly classified under such policy;

12. The contractor must be in compliance with all laws regarding health insurance coverage for employees;

13. The contractor must possess all applicable professional and trade licenses required for performing the public works;

14. The contractor must have adequate financial resources to complete the public works contract, and to complete all other work the bidder is presently

under contract to complete;

15. The contractor must be bondable for the terms of the proposed public works contract;

16. If required in the discretion of the Brown County Purchasing Department at the time a Request for Bids or Request for Quotes regarding a contract of any amount is issued, then in order to be considered a responsible bidder, The the contractor must have a record of satisfactorily completing at least two (2) a specific number of projects of similar size and complexity within the last five (5) specific number of years, with the required specific number of projects and years to be determined by the Purchasing Department prior to the Request for Bids or Request for Quotes being issued;

17. The contractor must have a history of satisfactorily completing projects. Criteria which will be considered in determining whether the contractor is a responsible bidder regarding satisfactorily completing projects may include, but are not limited to, whether the contractor has an acceptable past history of: a) completing contracts in accordance with drawings and specifications; b) diligently performing work and completing contracts in accordance with established time schedules, including any granted extensions of time; and c) fulfilling guarantee requirements of the contract documents; and

18. The contractor must have, and diligently maintain, a written safety program.

(d) No Restriction on Discretion. If information is discovered or comes into the possession of the county or a county department, official and/or employee responsible for awarding the public works contract, and if such information calls into question the contractor's abilities or competence to faithfully and responsibly comply with the terms of a public works contract and is considered to be both credible and verifiable, then that information shall be considered in determining whether the contractor is a responsible bidder.

Section 2 - This Ordinance Amendment shall become effective upon passage and publication pursuant to law.

Fiscal Impact: This ordinance does not require an appropriation from the General Fund.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



KATHRYN ROELLICH

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 06-06-2018
REQUEST TO: Executive Committee, and County Board
MEETING DATE: 06-11-2018; and 06-20-2018, respectively
REQUEST FROM: Dave Hemery, Corp Counsel
REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE: *ALTERNATE VERSION*
AN ORDINANCE TO CREATE SUBSECTION 3.01(5) (RESPONSIBLE BIDDER CRITERIA) OF
CHAPTER 3 OF THE BROWN COUNTY CODE OF ORDINANCES

ISSUE/BACKGROUND INFORMATION:

The County Board was presented with a Responsible Bidder Ordinance at its last meeting, and referred it back to Exec Comm. On Monday, 06-11-2018, the Exec Comm will have the version that was referred back before it, and this is an ALTERNATE VERSION that addresses concerns raised by the County Board to also go before the Exec Comm for consideration on 06-11-2018.

ACTION REQUESTED:

Review, approve and forward to County Board.

FISCAL IMPACT:

NOTE: Fiscal Impact: This ordinance does not require an appropriation from the General Fund.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

7a

June 20, 2018

AN ORDINANCE TO AMEND SECTION 4.66 (VACATION)
BY ADDING SUBSECTION 4.66(6)
TO CHAPTER 4 OF THE BROWN COUNTY CODE OF ORDINANCES

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 4.66 of Chapter 4 of the Brown County Code of Ordinances is hereby amended as follows:

4.66 VACATION. (1) All employees who are not covered by a bargaining agreement which includes a vacation schedule shall earn vacation as follows:

After six months of service forty (40) hours [thirty-seven and one-half (37.5) hours for employees on a thirty-seven and one-half (37.5) hour work week]

After the first year of service eighty-eight (88) hours [eighty-two and one-half (82.5) hours for employees on a thirty-seven and one-half (37.5) hour work week]

After the third year of service ninety-six (96) hours [ninety (90) hours for employees on a thirty-seven and one-half (37.5) hour work week]

After the fourth year of service one hundred four (104) hours [ninety-seven and one-half (97.5) hours for employees on a thirty-seven and one-half (37.5) hour work week]

After the fifth year of service one hundred twenty (120) hours [one hundred twelve and one-half (112.5) hours for employees on a thirty-seven and one-half (37.5) hour work week]

After the ninth year of service one hundred forty-four (144) hours [one hundred thirty-five (135) hours for employees on a thirty-seven and one-half (37.5) hour work week]

After the tenth year of service one hundred sixty (160) hours [one hundred fifty (150) hours for employees on a thirty-seven and one-half (37.5) hour work week]

After the sixteenth year of service two hundred (200) hours [one hundred eighty-seven and one-half (187.5) hours for employees on a thirty-seven and one-half (37.5) hour work week]

(2) Any employee who terminates his/her employment or has his/her employment terminated for any reason, shall be compensated for all earned vacation time worked as of the date of termination. The employee shall reimburse the County for any

8

vacation time taken but not earned at the time of his/her termination.

(3) Employees must submit their vacation requests in advance and with as much notice as possible, so that supervisors can review the requests and make appropriate decisions based on the operational needs. In establishing regular schedules, supervisors shall give due consideration to the desires of individual employees within limits of work requirements of the division. Appointing authorities may amend vacation schedules to meet work emergencies or to grant requests of individual employees. If two or more employees request to take vacation during the same period and the matter cannot be resolved by agreement of the parties concerned, the employee with the most seniority with the County shall be granted vacation time.

(4) No employee shall be permitted to accept vacation pay in lieu of vacation.

(5) An employee hired prior to January 1, 1982, cannot carry more than thirty (30) days of vacation at the end of the calendar year. Employees hired after January 1, 1982, cannot carry more than ten (10) days of vacation at the end of the calendar year.

(6) In order to promote the hiring and retention of highly qualified and experienced employees that often have significant years of relevant job experience and that often have built up significant vacation allotments with their previous employer, new hires and employees may be granted vacation in addition to the amounts shown in 4.66(1), above, if recommended by the Human Resources Director and if approved by the Director of Administration.

Section 2 - This Ordinance Amendment shall become effective upon passage and publication pursuant to law.

Fiscal Impact: This ordinance does not require an appropriation from the General Fund.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Authored by: Corporation Counsel
Approved by: Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL

Brown County



305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

David P. Hemery
Corporation Counsel

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 06-06-2018
REQUEST TO: Executive Committee, and County Board
MEETING DATE: 06-11-2018; and 06-20-2018, respectively
REQUEST FROM: Dave Hemery, Corp Counsel, per County Administration
REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE: AN ORDINANCE TO AMEND SECTION 4.66 (VACATION)
BY ADDING SUBSECTION 4.66(6)
TO CHAPTER 4 OF THE BROWN COUNTY CODE OF ORDINANCES

ISSUE/BACKGROUND INFORMATION:

(6) In order to promote the hiring and retention of highly qualified and experienced employees that often have significant years of relevant job experience and that often have built up significant vacation allotments with their previous employer, new hires and employees may be granted vacation in addition to the amounts shown in 4.66(1), above, if recommended by the Human Resources Director and if approved by the Director of Administration.

ACTION REQUESTED:

Review, approve and forward to County Board.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

8

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

June 20, 2018

Ladies and Gentlemen:

**RESOLUTION REGARDING RECLASSIFICATION OF A SOCIAL WORKER/CASE
MANAGER POSITION AND DELETION OF A .4 FTE CLINICAL SOCIAL WORKER
POSITION IN THE HEALTH AND HUMAN SERVICES – COMMUNITY
TREATMENT CENTER TABLE OF ORGANIZATION**

WHEREAS, the Brown County Health and Human Services – Community Treatment Center (“Department”) has increased regulatory requirements for 24/7/365 clinical therapy treatment programs in their psychiatric hospital to meet CMS federal and DHS state regulations for client care; and

WHEREAS, the Department has a vacant .4 FTE Clinical Social Worker position that has had considerable turnover and is difficult to fill and a vacant 1.0 FTE Social Worker/Case Manager; and

WHEREAS, the Department has evaluated and determined the needs of the operation and mandatory weekend MSW staffing to require a Master's degree of social work education for the position on Bay Haven psychiatric hospital; and

WHEREAS, the Department has requested to reclassify the Position of Social Worker/Case Manager to a Clinical Social Worker to align with the current requirements of the facility and its clients; and

WHEREAS, the Department has requested to delete the vacant .4 FTE Clinical Social Worker (weekend position); and

WHEREAS, the Human Resources Department in conjunction with the Department recommends the reclassification of the 1.00 FTE Social Worker/Case Manager in Pay Grade 12 to the 1.00 FTE Clinical Social Worker in Pay Grade 8 of the Classification and Compensation Plan and to delete the .4 FTE Clinical Social Worker (weekend position).

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the reclassification of 1.00 FTE Social Worker/Case Manager position in Pay Grade 12 in the Health and Human Services – Community Treatment Center table of organization to 1.00 FTE Clinical Social Worker position in Pay Grade 8 of the Classification and Compensation Plan and deletion of the .4 FTE Clinical Social Worker (weekend position) is hereby approved.

Budget Impact:

Health and Human Services – Community Treatment Center

Partial Year Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Social Worker/Case Manager PG 12 @\$23.42/hr. (1,958 hours)	(1.00)	Deletion	(\$24,692)	(\$9,044)	(\$33,736)
Clinical Social Worker PG 8 (2,088 hours)	1.00	Addition	\$30,153	\$9,863	\$40,016
Social Worker/Case Manager PG 12 @\$26.85/hr. (780 hours)	(.40)	Deletion	(\$11,277)	(\$1,650)	(\$12,927)
Partial Year Budget Impact					(\$ 6,647)

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Social Worker/Case Manager PG 12 @\$23.42/hr. (1,958 hours)	(1.00)	Deletion	(\$45,856)	(\$16,796)	(\$62,652)
Clinical Social Worker PG 8 (2,088 hours)	1.00	Addition	\$55,999	\$18,317	\$74,316
Social Worker/Case Manager PG 12 @\$26.85/hr. (780 hours)	(.40)	Deletion	(\$20,943)	(\$3,065)	(\$24,008)
Annualized Budget Impact					(\$12,344)

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authorized by Human Resources
Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENEN	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



KATHRYN ROELLICH

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: May 21, 2018
REQUEST TO: Human Services and Executive Committee.
MEETING DATE: 05/30/18 and 6/11/18
REQUEST FROM: Erik Pritzl
Director of Health and Human Services

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION REGARDING A CHANGE IN THE HEALTH AND HUMAN SERVICES
DEPARTMENT-COMMUNITY TREATMENT CENTER TABLE OF ORGANIZATION

ISSUE/BACKGROUND INFORMATION:

The Community Treatment Center has evaluated departmental needs after the resignation of a 0.4 FTE (weekend) Clinical Social Worker and determined that deleting that position, while also reclassifying a vacant full-time Social Worker/Case Manager position to a Clinical Social Worker, would better meet and advance the goals of the organization. These changes will allow for the Bay Haven social worker to provide more advanced therapy to the clients treated in the crisis-stabilization CBRF unit and allow for flexibility for coverage assistance to meet the hospital's 24/7/365 clinical therapy treatment program expectations for the organization that require a Master's degree in social work.

ACTION REQUESTED:

- Delete the vacant 0.40 FTE weekend Clinical Social Worker. Delete the vacant 1.0 FTE Social Worker/Case Manager and add a 1.00 Clinical Social Worker.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? (\$12,344)
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? 630.056.053.067
 2. If no, how will the impact be funded?

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

June 20, 2018

Ladies and Gentlemen:

**RESOLUTION REGARDING RECLASSIFICATION OF A
MEDICAL TRANSCRIPTIONIST POSITION IN THE HEALTH AND HUMAN
SERVICES – COMMUNITY TREATMENT CENTER
TABLE OF ORGANIZATION**

WHEREAS, the Brown County Health and Human Services – Community Treatment Center (“Department”) currently has a vacant Medical Transcriptionist position (“Position”); and

WHEREAS, the Department has evaluated and determined the needs of the operation have transitioned from transcription to the completion of health information management clerical duties including scanning medical records, analyzing and managing charts and general clerical support; and

WHEREAS, the Department has requested to reclassify the Position to a Health Information Management Clerk to align with the current duties of the position; and

WHEREAS, the Human Resources Department, in conjunction with the Department, recommends the reclassification of the 1.00 FTE Medical Transcriptionist position in Pay Grade 14 to a 1.00 FTE Health Information Management Clerk in Pay Grade 17 of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the reclassification of 1.00 FTE Medical Transcriptionist position in Pay Grade 14 in the Health and Human Services – Community Treatment Center table of organization to 1.00 FTE Health Information Management Clerk position in Pay Grade 17 of the Classification and Compensation Plan is hereby approved.

Budget Impact:

Health and Human Services – Community Treatment Center

Partial Year Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Medical Transcriptionist @ \$18.97/hr PG 14 (2,088 hours)	(1.00)	Deletion	(\$22,851)	(\$9,149)	(\$32,000)
Health Information Management Clerk @ \$16.96/hr PG 17 (2,088 hours)	1.00	Addition	\$20,430	\$8,787	\$29,217
Partial Year Budget Impact (7 months)					(\$ 2,783)

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Medical Transcriptionist @ \$18.97/hr PG 14 (2,088 hours)	(1.00)	Deletion	(\$39,609)	(\$15,859)	(\$55,468)
Health Information Management Clerk @ \$16.96/hr PG 17 (2,088 hours)	1.00	Addition	\$35,412	\$15,231	\$50,643
Annualized Budget Impact					(\$ 4,825)

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
STEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNTHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 05/04/2018
REQUEST TO: Human Services Committee; Executive Committee
MEETING DATE: May 30, 2018; June 11, 2018
REQUEST FROM: Kathryn Roellich
Human Resources Director
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance
TITLE: Resolution Regarding Reorganization of the Health & Human Services-CTC
Department Table of Organization

ISSUE/BACKGROUND INFORMATION:

Request to delete vacant Medical Transcriptionist position in the Health & Human Services Department-CTC Division and replace with a Health Information Management (HIM) Clerk, as the need for transcription has decreased, but the need for HIM support for scanning medical records, analyzing and managing charts, and clerical support for health care providers has increased.

ACTION REQUESTED:

Delete vacant 1 FTE Medical Transcriptionist position (Pay Grade 14) in the Health & Human Services Department-CTC Division and add a 1 FTE HIM Clerk (Pay Grade 17).

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? Savings of (\$4,825)
 - b. If part of a bigger project, what is the total amount of the project? NO \$0
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? 630.056.100.056
 2. If no, how will the impact be funded?

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

Brown County Board of Supervisors

Internal Audit

Budget Status Report (Unaudited)

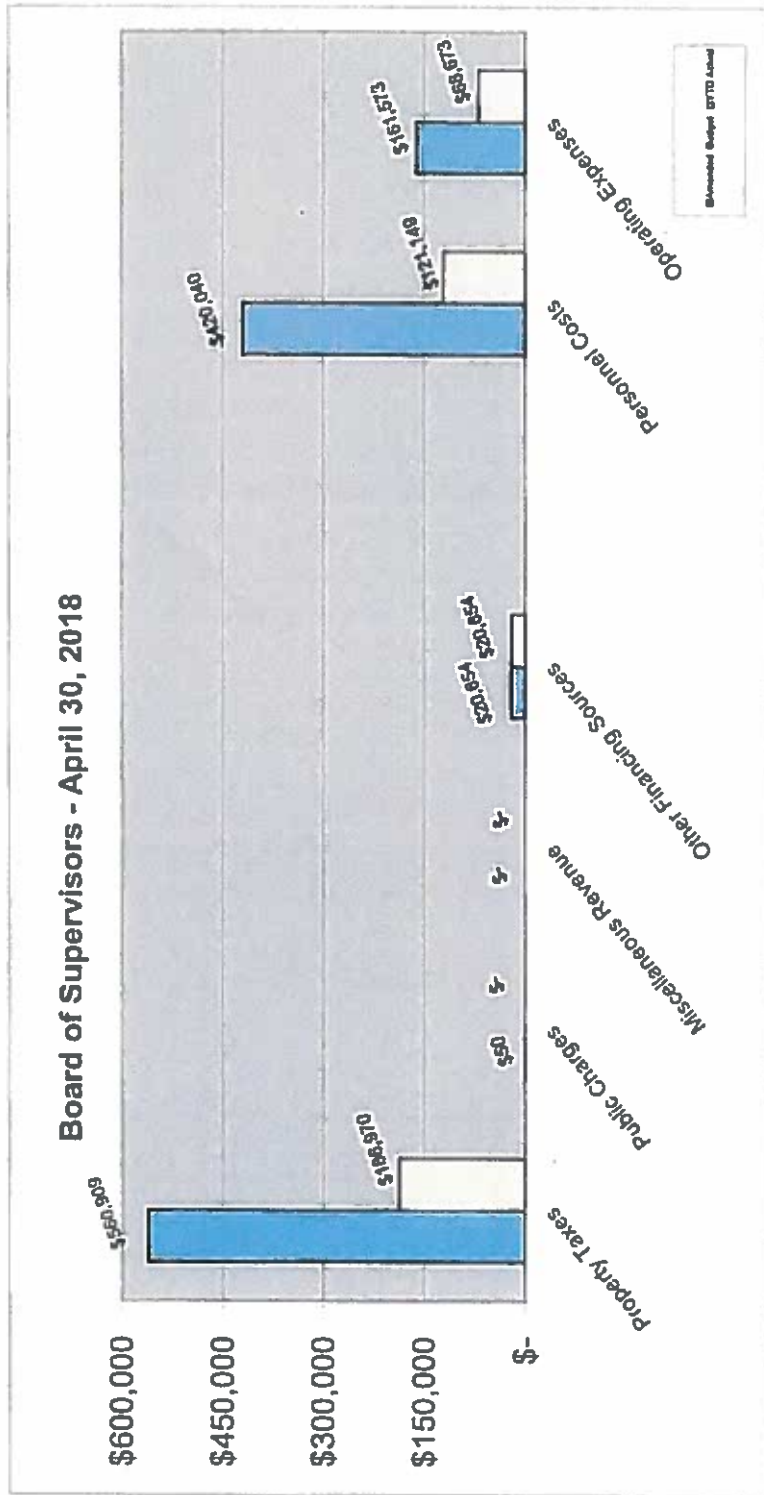
04/30/18

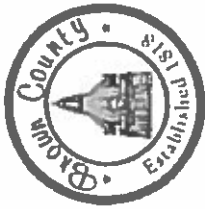
	Amended Budget	YTD Actual	YTD Percentage	Comments
Property Taxes	\$ 560,908	\$ 188,970	33.3%	
Public Charges	\$ 50	\$ -	0.0%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ 20,654	\$ 20,654	100.0%	(1)
Personnel Costs	\$ 420,040	\$ 121,149	28.8%	
Operating Expenses	\$ 161,573	\$ 68,673	42.5%	(2)

Comments:

(1) Other Financing Sources - includes funds carried over from 2017 for computerized tablets (\$18,460) and a donation made to the Veterans' Recognition Subcommittee (\$1,300).

(2) Operating Expenses (YTD Actual) - Primarily reflects audit fees billed and paid to date (\$27,500) and annual dues paid to WCA (\$27,148) and NACo (\$4,960).





Board of Supervisors

Through 04/30/18
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 100 - General Fund									
REVENUE									
Property taxes	560,909.00	.00	560,909.00	46,742.42	.00	186,969.68	373,939.32	33	575,188.00
Public Charges	50.00	.00	50.00	.00	.00	.00	50.00	0	148.57
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	302.75
Other Financing Sources	.00	20,654.00	20,654.00	.00	.00	20,654.00	.00	100	6,910.00
REVENUE TOTALS	\$560,959.00	\$20,654.00	\$581,613.00	\$46,742.42	\$0.00	\$207,623.68	\$373,989.32	36%	\$582,549.32
EXPENSE									
Personnel Costs	417,146.00	2,894.00	420,040.00	31,505.21	.00	121,149.11	298,890.89	29	415,950.88
Operating Expenses	143,813.00	17,760.00	161,573.00	1,646.55	291.12	68,672.76	92,609.12	43	136,372.75
EXPENSE TOTALS	\$560,959.00	\$20,654.00	\$581,613.00	\$33,151.76	\$291.12	\$189,821.87	\$391,500.01	33%	\$552,323.63
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	\$13,590.66	(\$291.12)	\$17,801.81	(\$17,510.69)		\$30,225.69
Grand Totals									
REVENUE TOTALS	560,959.00	20,654.00	581,613.00	46,742.42	.00	207,623.68	373,989.32	36%	582,549.32
EXPENSE TOTALS	560,959.00	20,654.00	581,613.00	33,151.76	291.12	189,821.87	391,500.01	33%	552,323.63
Grand Totals	\$0.00	\$0.00	\$0.00	\$13,590.66	(\$291.12)	\$17,801.81	(\$17,510.69)		\$30,225.69

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: June 5, 2018

To: Executive Committee

From: Dan Process, Internal Auditor

Re: Status Update (May 1 – May 31, 2018)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects
 - a. Completed: Request for Quote (RFQ) Project 2213 Brown County Microfilm Reader for Library - Appeal
 - b. In-progress: Veterans' Emergency Assistance – Gift Card Review
 - c. In-progress: Audit of the Brown County Sheriff DARE Program Account
 - d. In-progress: Expense Report Review
2. Standard Monthly Duties
 - a. Review – Clerk of Courts Bank Reconciliation
 - b. Preparation & Review – Bills over \$5,000 Report
 - c. Distribution to Committees – Paid Bills Report
3. Other Miscellaneous Activities
 - a. Inquiries, Questions and/or Requests from County Board Supervisors/Department Head's
 - b. Legal Bills Incurred – 2014 through 1st Quarter 2018 (See attachment)

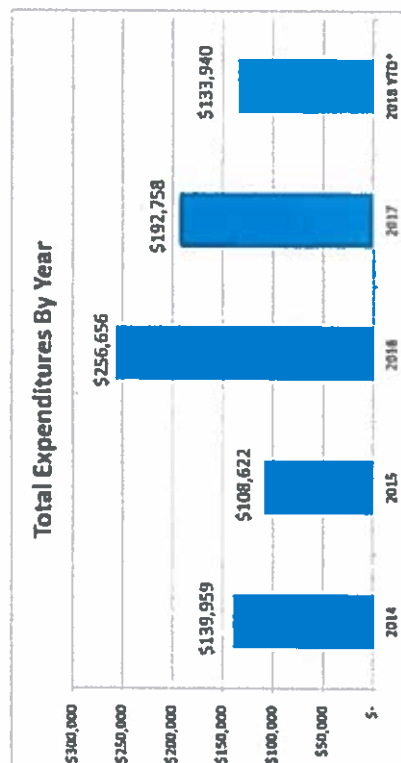
If you have any questions regarding this information, please contact me at your convenience.

Thank you.

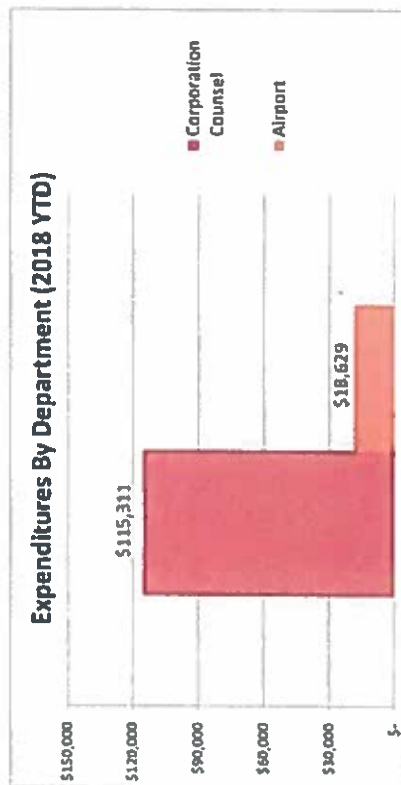
Brown County Board of Supervisors
Internal Audit
Legal Bills Incurred (2014 through 2018 YTD)
By Department

Department	2014	2015	2016	2017	2018 YTD*
Human Resources	\$ 17,738	\$ 10,107	\$ 127,269	\$ 16,775	\$ -
Human Resources - Other	\$ 1,518	\$ -	\$ -	\$ -	\$ -
Corporation Counsel	\$ -	\$ 195	\$ 15,532	\$ 7,656	\$ 115,311
Fox River Clean-Up	\$ 2,305	\$ 16,877	\$ -	\$ -	\$ -
Port	\$ 7,744	\$ 2,099	\$ 13,857	\$ 17,747	\$ -
Solid Waste/Resource Recovery	\$ -	\$ 5,885	\$ -	\$ -	\$ -
Revolving Loan	\$ 10,857	\$ 521	\$ 969	\$ 1,953	\$ -
Human Services	\$ -	\$ -	\$ 2,629	\$ -	\$ -
Airport	\$ 99,797	\$ 71,180	\$ 92,481	\$ 95,826	\$ 18,629
Treasurer	\$ -	\$ 1,159	\$ 846	\$ 1,460	\$ -
CTC	\$ -	\$ 600	\$ -	\$ -	\$ -
Highway	\$ -	\$ -	\$ 3,074	\$ 51,342	\$ -
Total	\$ 139,959	\$ 108,622	\$ 256,656	\$ 192,758	\$ 133,940

Source: Administration



* January 1, 2018 through March 31, 2018



**ASHWAUBENON & BROWN COUNTY EXPO CENTER PROJECT
MEMORANDUM OF UNDERSTANDING
Between the Village of Ashwaubenon and Brown County**

This Memorandum of Understanding, hereinafter "MOU," is effective on the date the last signature to this MOU is obtained, and is being entered into by and between the Village of Ashwaubenon, hereinafter "the Village," and Brown County, hereinafter "County," or collectively "the Parties."

WHEREAS, the Village and County have cooperated and exchanged services in the past; and

WHEREAS, this has proven beneficial for both parties and promotes the public interest of effective and efficient use of limited public resources and the saving of tax dollars; and

WHEREAS, the parties have agreed to use excess Room Tax funds together with additional sources of funds to be used for the design and construction of the new Expo Center located in the Village of Ashwaubenon, the Parties have been authorized to proceed with financing the design and construction of the Expo Center, the full or partial demolition/integration of Shopko Hall, and the demolition of the Brown County Arena and the former Packer Hall of Fame; and

WHEREAS, the Village and County wish to enter into a cooperative MOU to define each party's expectations and responsibilities under agreements related to these projects and to avoid any misunderstandings in the future.

NOW THEREFORE, the Parties do state and mutually agree as follows:

**ARTICLE I.
PURPOSE AND SCOPE**

- A. **Purpose.** The parties agree to take steps necessary to design and construct a new Expo Center that includes but is not limited to over 100,000 square feet of flat exposition space, lobby and back of house service areas. The new Expo Center will be located in the Village of Ashwaubenon on Parcels VA-42 and VA-41-7 at 1901 South Oneida Street. Brown County shall initially commit approximately \$4.6 Million in funds from the rebated one-half percent sales tax that is currently held in reserves by the County. In order to facilitate the development plans concerning the new Expo Center, the Parties wish to set out their preliminary expectations within this MOU.
- B. **Scope.** This MOU is generally descriptive of the intended Project as well as the obligations of the Village and the County. This MOU will also set forth the details regarding the initial stages of this Project, which shall include project management services, architectural services, engineering services, construction services and other management aspects of the Project along with other obligations of the Parties.

ARTICLE II. PROJECT DESCRIPTION

- A. **Project.** This term shall mean the design and construction of the Expo Center, the demolition of the Brown County Arena and the former Packer Hall of Fame, the full or partial demolition/integration of Shopko Hall and the preservation of the existing Veterans Memorial, as well as any related development that may occur on the site. The Groundbreaking date for the Project shall be agreed upon by both parties.
- B. **Expo Center:** Construction of at least 100,000 square feet of exposition space with an estimated construction cost up to \$93 million. The facility is intended to include free-span exposition space, pre-function space, a commercial kitchen, an ice sheet and retractable seating, breakout meeting rooms, and support/administration space such as restrooms, concessions, storage, County storage, offices, and loading docks.
- C. **Brown County Arena/Shopko Hall.** Demolition of the facilities located on the Arena/Shopko Hall site including the Arena, former Packer Hall of Fame and ancillary buildings and Shopko Hall, unless Shopko Hall's existing structure repurposed and incorporated into the new Expo Center.
- D. **Resch Center.** The design phase shall determine the appropriate connection between the new Expo Center and the existing Resch Center.
- E. **Veterans Memorial.** The existing Veterans Memorial structure located in the plaza of the Project site shall continue to be located on the Project site and shall be incorporated as part of the new development.

ARTICLE III. GENERAL CONDITIONS

- A. **Term.** The term of this MOU shall become effective on the date the last signature to this MOU is obtained (the "Effective Date") and shall terminate upon the issuance of a Certificate of Occupancy for the Expo Center. It is expected that the Parties will enter into more detailed leasing and financing agreements concerning the Parties' rights and obligations regarding the leasing and use of the Expo Center at a future date.
- B. **Termination.** This MOU may be terminated by either Party after the failure of the other Party to timely cure a material breach of the terms or conditions of this MOU.
- C. **Financial Information.** The Parties shall cooperate in the exchanging of any financial information concerning the funding sources and uses regarding the Project, and have the ability to provide that information to any third party advisor for further review and analysis.

- D. **Listening Sessions.** The Parties agree to hold no less than two (2) listening sessions for members of the public during the architectural design phase of the Project.
- E. **Veterans Memorial.** The Expo Center shall have a Veterans Memorial component within the architectural design with input from the County's Education and Recreation Committee.
- F. **Compliance.** The Parties agree to comply with all federal, state, and local laws, rules and regulations including without limitation the required public bidding process for public construction. The Project may be bid as one complete project or multiple bid packages corresponding to the various trades as may be needed to ensure adequate competitive bidding and lowest costs for construction and demolition.
- G. **Insurance.** Nothing contained within this MOU is intended to be a waiver or estoppel of the Village or County or their respective insurers to rely upon the limitations, defenses, and immunities contained within Wisconsin Statutes Sections 345.05 and 893.80. To the extent that indemnification is available and enforceable, the Village and County or their insurers shall not be liable in indemnity, contribution or otherwise for an amount greater than the limits of liability of municipal claims established by Wisconsin law.
- H. **Decisions.** The Village and County shall work together to jointly make decisions regarding the Project and may carry out actions consistent with the terms and conditions of this MOU and that are mutually beneficial to both Parties. Meetings may be called by either party to discuss any matters to ensure the continued cooperation between the Village and the County.
- I. **Naming Rights.** The Village and the County shall work to collectively secure naming rights of at least \$8 million dollars in total. Naming rights contracts shall be agreed upon by both parties, and any final naming rights determinations shall be made jointly by the Village and the County.
- J. **Site Development.** The Parties agree to use their best efforts to maximize the economic value of the site. Any sale of property, including but not limited to air rights, requires Brown County Board approval. Any long term leases for private development on the site, not ancillary to the Expo project, shall be subject to Brown County Board approval.

ARTICLE IV. OBLIGATIONS OF THE PARTIES

- A. **Village.** The Village agrees to:
1. Through its Community Development Authority, bond for the costs of the Project including but not limited to the construction of the Expo Center, the demolition of the Arena, the demolition of the former Hall of Fame building,

and the full or partial demolition/integration of Shopko Hall. Bonds shall be paid in accordance with Agreements previously reached between the parties, including the Amended and Restated Cooperation Agreement and the Second Amended and Restated Pledge and Security Agreement, and additional funding identified in this agreement.

2. Together with the County, raise a combined total of \$8 million in naming rights.
3. Own the Expo Center building until payment in full of the Village's lease revenue bonds subject to terms and conditions of the lease and revenue bond requirements.

B. County. The County agrees to:

1. Pledge future sales tax revenues of \$15 million in addition to authorizing \$4.6 million from the stadium sales tax rebate, comply with the 2017 Amended and Restated Cooperation Agreement regarding the pledge of Room Tax, and assist in raising a combined total of \$8 million in naming rights.
2. Lease the Project from the Village to provide lease revenue as security for the Project bonds.
3. Pay for costs associated with the professional services provided for in the initial phases of the Project including project management services, architectural services, engineering services, demolition and construction services with pledged cash resources identified herein to delay and reduce bonding for the Project.
4. Assume ownership of the Expo Center upon the payment in full of the Village's lease revenue bonds.

**ARTICLE V.
ADDITIONAL PROVISIONS**

A. Notice of Default and Right to Cure. In the event of any default in or any breach of this MOU or any of its terms or conditions by any Party hereto, then in such event(s) the non-defaulting Party shall give written notice of the default to the other Party. The defaulting Party shall then remedy such default or breach within thirty (30) days after receipt of such notice. If not so cured within said applicable period of time, the non-defaulting Party may terminate this MOU, and/or exercise any right or remedy provided for herein. In the event the particular breach or default (other than a monetary default) cannot be cured within said 30-day period, then so long as the defaulting Party commences to cure such default within said period of time, diligently pursues the cure and does in fact cure the same within a reasonable time, there shall be deemed no default. Subject to the notice of default and opportunity to cure, in the event of a default in or breach of this MOU by the defaulting Party, the non-defaulting Party may terminate this MOU, and/or pursue such rights and remedies as may be provided for in law or equity.

B. Conflicts of Interest. No member of the governing body or other officer of the Village or County shall have any financial interest, direct or indirect, in this MOU or

the Project, or any contract, agreement or other transaction contemplated to occur or be undertaken thereunder or with respect thereto, nor shall any such member of either Parties' governing body or other official participate in any decision relating to this MOU which affects his or her personal interests or the interests of any corporation, partnership or association in which he or she is directly or indirectly interested.

- C. **Governing Law.** This Agreement shall be construed in accordance with the Laws of the State of Wisconsin.
- D. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original.
- E. **Relationship with Parties.** Nothing contained in this Agreement shall be deemed or construed, either by the Parties hereto or by any third party, to create the relationship of principal and agent or to create any partnership, joint venture or other association between the Village and County.
- F. **Severability.** In the event that one or more provisions of this Agreement shall be declared to be invalid, illegal or otherwise unenforceable in any respect, unless such invalidity, illegality or unenforceability shall be tantamount to a failure of consideration, the validity, legality and enforceability of the remaining provisions contained in this Agreement shall not in any way be at all affected or impaired thereby.

(SIGNATURE PAGE TO FOLLOW)

Dated this ____ day of _____, 2018.

VILLAGE OF ASHWAUBENON

Mary C. Kardoskee, Village President

Patrick W. Moynihan, Jr., Village Clerk

Dated this ____ day of _____, 2018.

BROWN COUNTY

Troy Streckenbach, County Executive

Sandy Juno, County Clerk

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



Kathryn A. Roellich

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

MEMORANDUM

Date: May 29, 2018

To: Administration Committee:
Tom Sieber, Chair, Administration
Mark Becker
John S. Vander Leest

Richard Schadewald
James Kneiszel

Executive Committee
Tom Lund, Chair, Executive
Patrick Buckley
Erik Hoyer

Patrick Moynihan Jr., Vice-Chair
Bernie Erickson
John Van Dyck

From: Kathryn Roellich
HR Director

A handwritten signature of Kathryn Roellich in black ink.

Re: Human Resources Report – May, 2018

The following is a brief summary of activities occurring within the Brown County Human Resources Department.

- Standing Items:
 - Budget Status Financial Report
 - Turnover Reports
 - Department Vacancies
 - Report: Health & Dental Plan: April data is attached.
- Classification and Compensation Study:
 - Initial review and job summary/position description matching has been completed on a majority of the departments; refining of matches is in progress by Human Resources.
 - Conference call with vendor scheduled for Thursday, May 31, 2018 to discuss progress, County expectations and next steps.
- Benefits:
 - Interviews for Benefit Broker RFP are being conducted the week of May 28 – June 1.
- HR Staff Updates:
 - New Hires:
 - 5/15/18 - Jacqueline "Jackie" Goral, Administrative Coordinator,
 - 5/21/18 - Bianca Cook, HR Analyst
 - 5/29/18 - Luke Newton, HR Analyst



Health Plan Performance Monitor Prepared for Brown County April 2018



I. REPORT PARAMETERS

- A. Medical Administrator:
- B. Prescription Drug Administrator:
- C. Reinsurance Carrier:
- D. Specific Stop-Loss Deductible:

UHA
As Benefits
Voya
\$350,000

Employer Rates used for Calculating Health Premiums*:
Single \$581.88
Family \$1,548.38

*Represents a weighted average of Actives and Retirees based on enrollment.

II. PLAN EXPERIENCE

Period	DIRECT COST ANALYSIS				VARIABLE COST ANALYSIS				TOTAL PLAN COSTS		TOTAL FICA/ACA/SLA		ENROLLMENT	
	Provider Network Fees	Administration and Plan Expenses	Stop Loss Premiums	STOP LOSS COSTS	Medical Paid Claims	Prescription Drug Costs	Paid Claims over Stop Loss Deductible	TOTAL VARIABLE COSTS	TOTAL FICA/ACA/SLA		Single Contracts	Family Contracts	Single Contracts	Family Contracts
January 2018	\$27,015	\$67,828	\$50,095	\$139,939	\$1,206,959	\$228,578	\$0	\$1,435,538	\$1,575,476		454	851	1,305	1,305
February 2018	\$21,813	\$67,204	\$49,596	\$138,613	\$1,109,672	\$228,406	\$0	\$1,338,078	\$1,476,690		451	842	1,293	1,293
March 2018	\$21,830	\$67,256	\$49,712	\$138,798	\$1,301,936	\$411,741	\$0	\$1,713,677	\$1,852,475		439	845	1,294	1,294
April 2018	\$21,830	\$67,156	\$49,679	\$138,765	\$1,071,265	\$306,637	\$0	\$1,377,903	\$1,516,668		450	844	1,294	1,294
May 2018														
June 2018														
July 2018														
August 2018														
September 2018														
October 2018														
November 2018														
December 2018														
TOTALS	\$87,488	\$269,544	\$199,082	\$556,115	\$4,689,832	\$1,175,362	\$0	\$5,865,194	\$6,421,309		1,804	3,382	5,186	5,186

III. KEY INDICATORS

Average Single Enrollment: 451
Average Family Enrollment: 846
Average Total Enrollment: 1,297

Total Plan Costs:
Projected Plan Costs:
Funding Ratio:
YTD HRA Disbursements:

\$6,421,309
\$5,286,333
102%

Fixed Costs per Employee per Year:
Variable Costs per Employee per Year:
Total Costs per Employee per Year:
Total HRA Disbursements per Employee per Year:
Total Cost PEPPY including HRA Disbursements:

\$1,287
\$13,572
\$14,858
\$334
\$15,192



Health Plan Performance Monitor Prepared for Brown County - Active Employees April 2018



I. REPORT PARAMETERS

A. Medical Administrator:
B. Prescription Drug Administrator:
C. Reinsurance Carrier:
D. Specific Stop-Loss Deductible:

UMR
Rx Benefits
Voya
\$350,000

Employer Rates used for Calculating Health Premiums:
Single \$581.88
Family \$1,548.28

II. PLAN EXPERIENCE

Month	EMPLOYER COST ANALYSIS			VARIABLE COST ANALYSIS					ENROLLMENT			
	Provider Network Fees	Administration and Plan Expenses	Stop Loss Premiums	TOTAL PAID COSTS	Medical Paid Claims	Prescription Drug Costs	Paid Claims over Stop Loss Deductible	TOTAL VARIABLE COSTS	TOTAL PLAN COSTS	Single Contracts	Family Contracts	TOTAL CONTRACTS
January 2018	\$21,104	\$65,021	\$48,163	\$134,289	\$1,134,091	\$213,851	\$0	\$1,347,942	\$1,482,231	431	820	1,251
February 2018	\$20,936	\$64,501	\$47,663	\$133,100	\$1,082,617	\$222,825	\$0	\$1,305,441	\$1,430,542	431	810	1,241
March 2018	\$20,919	\$64,450	\$47,713	\$133,082	\$1,249,750	\$387,445	\$0	\$1,637,195	\$1,770,277	428	812	1,240
April 2018	\$20,851	\$64,242	\$47,547	\$132,640	\$977,206	\$295,663	\$0	\$1,272,869	\$1,404,959	427	809	1,236
May 2018												
June 2018												
July 2018												
August 2018												
September 2018												
October 2018												
November 2018												
December 2018												
TOTALS	\$83,810	\$258,214	\$191,087	\$533,111	\$4,443,753	\$1,119,185	\$0	\$5,562,938	\$6,096,048	1,717	3,251	4,968

III. KEY INDICATORS

Average Single Enrollment:
Average Family Enrollment:
Average Total Enrollment:

429
813
1,242

Total Plan Costs:
Projected Plan Costs:
Dollar Difference:
Funding Ratio:

\$6,096,048
\$6,032,871
(\$63,177)
101%

Fixed Costs per Employee per Year:
Variable Costs per Employee per Year:
Total Costs per Employee per Year:

\$1,288
\$13,437
\$14,725



Health Plan Performance Monitor Prepared for Brown County - Retirees



#VALUE!

L. REPORT PARAMETERS

- A. Medical Administrator:
- B. Prescription Drug Administrator:
- C. Reinsurance Carrier:
- D. Specific Stop-Loss Deductible:

UAA
Rt Benefits
Voya
\$150,000

Employer Rates used for Calculating Health Premiums:
Single \$10,530.55
Family \$10,530.55

M. PLAN EXPERIENCE

Month	FIXED COST ANALYSIS				VARIABLE COST ANALYSIS				EMPLOYEE	
	Provider Network Fees	Administration and Plan Expenses	Stop Loss Premiums	TOTAL FIXED COSTS	Medical Paid Claims	Prescription Drug Costs	Paid Claims over Stop Loss Deductible	TOTAL VARIABLE COSTS	Single Contracts	Family Contracts
January 2018	\$0	\$0	\$0	\$0	\$2,485	\$1,358	\$0	\$3,843	0	0
February 2018	\$0	\$0	\$0	\$0	\$7,756	\$18	\$0	\$7,773	0	0
March 2018	\$0	\$0	\$0	\$0	\$0	\$18	\$0	\$18	0	0
April 2018	\$0	\$0	\$0	\$0	\$10,971	\$0	\$0	\$10,971	0	0
May 2018										
June 2018										
July 2018										
August 2018										
September 2018										
October 2018										
November 2018										
December 2018										
TOTALS	\$0	\$0	\$0	\$0	\$21,211	\$1,394	\$0	\$22,605	0	0

III. KEY INDICATORS

Average Single Enrollment:
Average Family Enrollment:
Average Total Enrollment:

NDIV/01
NDIV/01
NDIV/01

Total Plan Costs:
Projected Plan Costs:
Dollar Difference:
Funding Ratio:

\$22,605
\$0
(\$22,605)
NDIV/01

Fixed Costs per Employee per Year
Variable Costs per Employee per Year
Total Costs per Employee per Year

NDIV/01
NDIV/01
NDIV/01



**Health Plan Performance Monitor
Prepared for Brown County - Aging & Disability Resource Center
April 2018**



1. REPORT PARAMETERS

- A. Medical Administrator:
- B. Prescription Drug Administrator:
- C. Reinsurance Carrier:
- D. Specific Stop-Loss Deductible:

UMR
Plus Benefits
Voya
\$350,000

W. PLAN EXPERIENCE

Single	\$581.88
Family	\$1,548.38

FIXED COST ANALYSIS				VARIABLE COST ANALYSIS				CONTRIBUTOR			
Month	Provider Network Fees	Administration and Plan Expenses	Stop Loss Premiums	TOTAL FIXED COSTS	Medical Paid Claims	Prescription Drug Costs	Paid Claims over Stop Loss Deductible	TOTAL VARIABLE COSTS	Singla Contracts	Family Contracts	TOTAL CONTRACTS
January 2018	\$742	\$2,287	\$1,666	\$4,695	\$16,226	\$10,827	\$0	\$27,053	16	28	44
February 2018	\$742	\$2,287	\$1,666	\$4,695	\$18,767	\$3,689	\$0	\$22,456	16	28	44
March 2018	\$742	\$2,287	\$1,666	\$4,695	\$6,655	\$20,829	\$0	\$27,484	16	28	44
April 2018	\$759	\$2,139	\$1,683	\$4,781	\$25,288	\$9,437	\$0	\$34,725	17	28	45
May 2018											
June 2018											
July 2018											
August 2018											
September 2018											
October 2018											
November 2018											
December 2018											
TOTALS	\$7,985	\$9,200	\$6,680	\$18,865	\$66,936	\$44,782	\$0	\$111,718	65	112	177

KEY INDICATORS

Average Single Enrollment:
Average Family Enrollment:
Average Total Enrollment:

Total Plan Costs:
Projected Plan Costs:
Dollar Difference:
Funding Ratio:

\$130,584
\$211,241
\$80,657
67%

Fixed Costs per Employee per Year:
Variable Costs per Employee per Year:
Total Costs per Employee per Year:

\$1,279
\$7,574
\$8,853



Health Plan Performance Monitor Prepared for Brown County - COBRA April 2018



I. REPORT PARAMETERS

- A. Medical Administrator:
- B. Prescription Drug Administrator:
- C. Reinsurance Carrier:
- D. Specific Stop-Loss Deductible:

UMR
Rx Benefits
Voya
\$350,000

Employer Rates used for Calculating Health Premiums:
Single \$581.88
Family \$1,548.38

II. PLAN EXPERIENCE

Month	FIXED COSTS/ANNUITIES				VARIABLE COSTS/ANNUITIES				PERFORMANCE		TOTAL COBRA RISKS
	Provider Network Fees	Administration and Plan Expenses	Stop Loss Premiums	TOTAL/FIXED COSTS	Medical Paid Claims	Prescription Drug Costs	Paid Claims over Stop Loss Deductible	PAID VARIABLE COSTS	Single Contracts	Family Contracts	
January 2018	\$169	\$520	\$266	\$955	\$54,358	\$1,543	\$0	\$56,699	7	3	10
February 2018	\$135	\$416	\$266	\$817	\$532	\$1,875	\$0	\$2,407	4	4	8
March 2018	\$169	\$520	\$333	\$1,022	\$45,531	\$3,448	\$0	\$48,980	5	5	10
April 2018	\$219	\$676	\$450	\$1,345	\$57,711	\$2,137	\$0	\$59,847	6	7	13
May 2018											
June 2018											
July 2018											
August 2018											
September 2018											
October 2018											
November 2018											
December 2018											
TOTALS	\$692	\$2,131	\$1,316	\$4,139	\$157,932	\$10,001	\$0	\$167,933	22	19	41

III. KEY INDICATORS

Average Single Enrollment:
Average Family Enrollment:
Average Total Enrollment:

6
5
10

Total Plan Costs:
Projected Plan Costs:
Dollar Difference:
Funding Ratio:

\$172,071
\$42,221
(\$129,851)
408%

Fixed Costs per Employee per Year:
Variable Costs per Employee per Year:
Total Costs per Employee per Year:

\$1,211
\$49,151
\$50,362



Dental Plan Performance Monitor Prepared for Brown County



I. REPORT PARAMETERS

A. Dental Administrator:

Delta Dental

Monthly Rates used for Calculating Dental Premiums:

Single \$40.72
Family \$114.62

II. PLAN EXPERIENCE

Month	COST ANALYSIS		TOTAL PLAN COSTS	ENROLLMENT		TOTAL CONTRACTS
	Administration	Paid Claims		Single Contracts	Family Contracts	
January 2018	\$4,208	\$115,584	\$119,792	330	823	1,153
February 2018	\$4,176	\$92,619	\$96,795	328	816	1,144
March 2018	\$4,165	\$90,649	\$94,814	329	812	1,141
April 2018	\$4,139	\$83,728	\$87,867	328	806	1,134
May 2018						
June 2018						
July 2018						
August 2018						
September 2018						
October 2018						
November 2018						
December 2018						
TOTALS	\$16,688	\$382,580	\$399,268	1,315	3,257	4,572

III. KEY INDICATORS

Average Single Enrollment: 329
Average Family Enrollment: 814
Average Total Enrollment: 1,143

Total Plan Costs:

Projected Plan Costs:

Dollar Difference:

Funding Ratio:

Total Costs per Employee per Year:

\$399,268
\$426,864
\$27,596
94%
\$1,048

5/21/2018

Department Vacancies Report
as of 5/23/18

Department	Title	# of Vacancies	FT, PT, On Call
Administration	Finance Director	1	FT
Austin Straubel Int'l Airport	Airport Director	1	FT
Austin Straubel Int'l Airport	Airport Operations Officer	1	FT
Golf Course	Seasonal Golf Course Maintenance Worker	4	LTE
Human Resources	Benefits Specialist	1	FTE
Human Resources	HR Manager	1	FT
Human Resources	Senior HR Analyst	1	FT
Human Services - Community Programs	AODA Counselor	1	FT
Human Services - Community Programs	Clinical Social Worker	1	FT
Human Services - Community Programs	Social Worker/Case Manager: CPS	4	FT
Human Services - Community Programs	Economic Support Specialist	6	FT
Human Services - Community Programs	RN Staff Nurse	1	FT
Human Services - Community Programs	Social Worker/Case Manager: Juvenile Justice	1	FT
Human Services - Community Treatment Center	Advanced Practice Nurse Prescriber	1	FT
Human Services - Community Treatment Center	Admission Clerk II	1	FT
Human Services - Community Treatment Center	Certified Nursing Assistant	3	FT
Human Services - Community Treatment Center	Certified Nursing Assistant: On Call	8	On Call
Human Services - Community Treatment Center	Certified Nursing Assistant: Part Time	8	PT
Human Services - Community Treatment Center	Cook	1	On Call
Human Services - Community Treatment Center	Food Service Worker - On Call	1	On Call
Human Services - Community Treatment Center	Food Service Worker - Part Time	2	PT
Human Services - Community Treatment Center	Licensed Practical Nurse (LPN)	2	PT
Human Services - Community Treatment Center	Licensed Practical Nurse (LPN) - On Call	2	On Call
Human Services - Community Treatment Center	Registered Nurse	1	FT LTE
Human Services - Community Treatment Center	Registered Nurse: On Call	3	On Call
Human Services - Community Treatment Center	RN Charge Nurse	2	FT
Human Services - Community Treatment Center	Ward Clerk / Health Unit Secretary	1	FT
Library	Library Service Associate	1	PT
Library	Library Service Clerk	1	PT
Medical Examiner	Medicolegal Investigator	1	FT
Planning & Land Services	County Surveyor	1	FT
Public Safety Communications	Telecommunication Operator	1	FT
Public Works - Facilities	Facility Worker	1	FT
Public Works - Facilities	Housekeeper	2	FT
Public Works - Highway	LTE Highway Maintenance Worker	2	LTE
Sheriff	Correctional Officer	10	FT
Sheriff	Mechanic Intern	1	PT
Sheriff	Patrol Officer	5	FT
UW Extension	LTE-4-H Program Assistant	1	LTE
Zoo & Park Management - Parks	Adventure Park Guide (LTE)	2	LTE
Zoo & Park Management - Parks	Seasonal Park Worker	4	LTE

Zoo & Park Management - Zoo	Concessionaire I	2	LTE
Zoo & Park Management - Zoo	Concessionaire Supervisor	2	LTE

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Budget by Organization Report

Through 04/30/18

DRAFT AND UNAUDITED

Prior Fiscal Year Activity Included

Detail Listing

Run by Roedich, Kathryn on 05/29/2018 08:32:46 AM

BROWN COUNTY TURNOVER REPORT

April-18

HIRE	STATUS	POSITION	DEPT
1 4/2/2018	FT	Maintenance Mechanic	Airport
2 4/2/18	FT	SW/CM Behavioral Health	CTC
3 4/2/18	FT	SW/CM APS	CTC
4 4/11/18	FT	SW/CM-CMHP	CTC
5 4/2/18	PT	Deputy County Clerk-Services	County Clerk
6 4/10/18	LTE	Seasonal Park Worker	Parks
7 4/10/18	LTE	Seasonal Trail Ranger	Parks
8 4/9/18	FT	Resource Recovery Technician	Port & RR
9 04/05/18	.2 FTE	C.N.A	Bayhaven-CTC
10 04/02/18	LTE	Seasonal Golf Course Worker	Golf Course
11 04/02/18	LTE	Seasonal Golf Course Worker	Golf Course
12 04/05/18	.2 FTE	C.N.A	CTC
13 04/03/18	O/C	Youth Support Specialist	HHS-Sheller Care
14 04/11/18	LTE	Security Officer	Parks-Barkhausen
15 04/05/18	O/C	C.N.A	CTC
16 04/05/18	O/C	C.N.A	CTC
17 04/10/18	LTE	Seasonal Park Worker	Parks
18 04/10/18	LTE	Seasonal Trail Ranger	Parks
19 04/10/18	LTE	Seasonal Park Worker	Parks
20 04/10/18	LTE	Seasonal Park Worker	Parks
21 4/9/18	LTE	Correctional Officer	Jail
22 4/9/18	FT	Highway Mechanic	DPW
23 4/5/18	O/C	LPN	CTC
24 4/5/18	O/C	C.N.A	CTC
25 4/9/18	LTE	West Shore Assistant Project	Land & Water Cons.
26 4/7/18	LTE	Adventure Park Guide	Zoo
27 4/7/18	LTE	Adventure Park Guide	Zoo
28 4/16/18	FT	Veterans Benefits Specialist	Veterans
29 4/11/18	LTE	Seasonal Maintenance Worker	Zoo
30 4/16/18	FT	SW/CM-CMHP	CTC
31 4/23/18	FT	Clinical Social Worker	CTC
32 4/23/18	FT	Patrol Officer	Sheriff
33 4/23/18	FT	Correctional Officer	Sheriff
34 4/20/18	LTE	Student Intern	Port & RR
35 4/30/18	FT	Administration Associate	Central Library

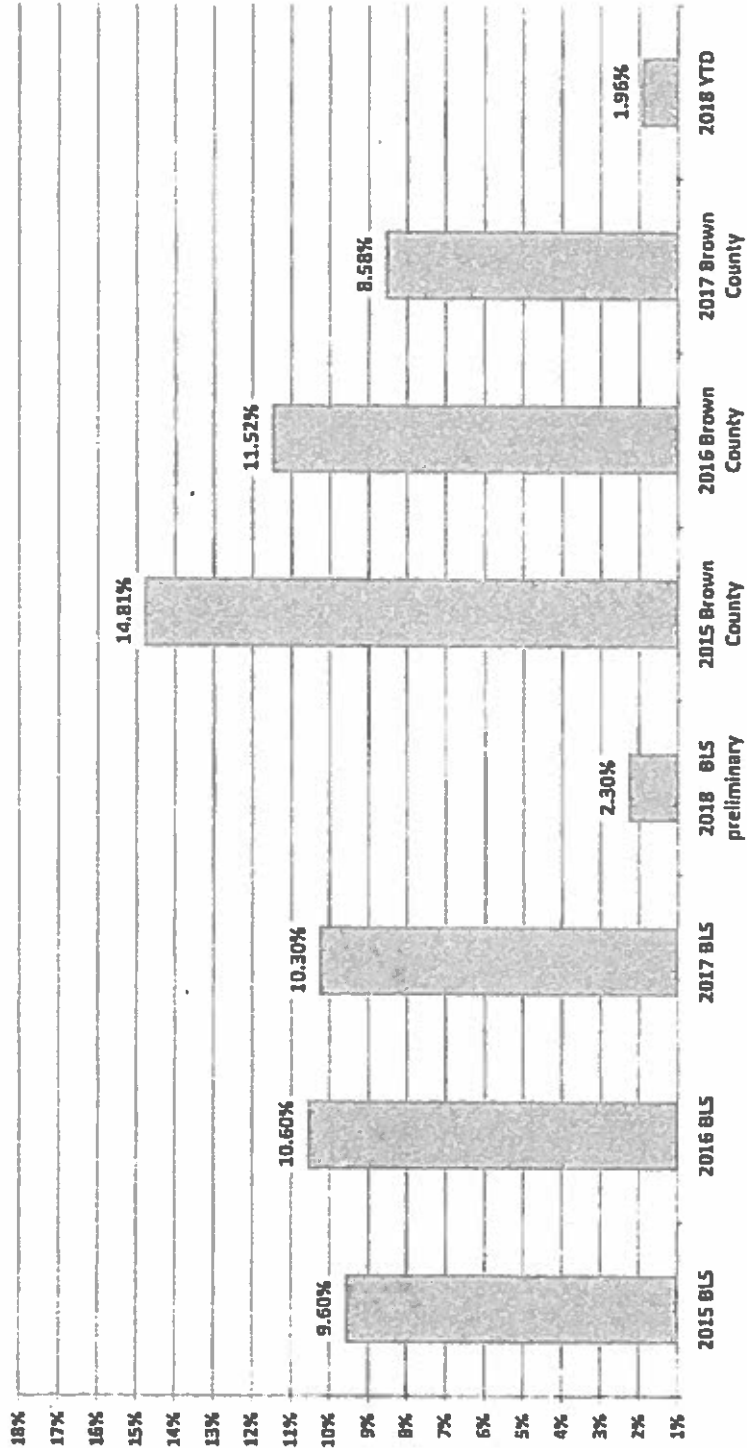
	TERM	STATUS	POSITION	DEPT	
36	4/9/18	O/C	Substitute Teacher	Syble Hopp	
37	4/10/18	O/C	Substitute Teacher	Syble Hopp	
38	4/18/18	LTE	Adventure Park Guide	Parks	
39	4/17/18	LTE	County Board Supervisor	County Board	
40	4/17/18	LTE	County Board Supervisor	County Board	
41	4/17/18	LTE	County Board Supervisor	County Board	
42	4/17/18	LTE	County Board Supervisor	County Board	
43	4/19/18	LTE/FT	Clerk/Typist II	DA	
44	4/30/18	LTE	Concessionaire I	Zoo	
45	4/30/18	FT	Treatment Court Case Manager	HHS-Law Enf Ctr. LL	
46	4/27/18	PT	Lab Services Specialist	HHS-CTC	
47	4/26/18	FT	Clerk II	Child Support	
48	4/28/2018	LTE	Adventure Park Guide	Parks/Zoo	
49	4/19/2018	LTE	Substitute Teacher (O/T)	Syble Hopp	
50	4/30/2018	PT	Clerk Typist I	Veterans	
	TERM	STATUS	POSITION	DEPT	
1	4/4/18	FT	Real Property Lister	PALS	
2	4/3/18	FT	Deputy Clerk I	C.O.C	
3	4/1/18	FT	Patrol Officer	Sheriff	
4	4/1/18	FT	Patrol Officer	Sheriff	
5	4/5/18	FT	Correctional Officer	Sheriff	
6	4/8/18	FT	Financial Specialist	Treasurer	
7	4/1/18	FT	Social Worker/Case Manager	Human Services	
8	4/1/18	FT	Correctional Officer	Sheriff	
9	4/20/18	FT	Clinical Social Worker	CTC	
10	4/22/18	PT .4FTE	Clinical Social Worker	CTC	
11	4/2/18	FT	Highway Crew	PW/Highway	
12	4/12/18	FT	Correctional Officer	Sheriff	
13	4/22/18	FT	Correctional Officer	Sheriff	
14	4/22/18	FT	Executive Director	Library	
15	4/6/18	LTE	Concessionaire	NEW Zoo	
16	4/12/18	FT	Economic Support Specialist	Human Services	
17	4/19/18	FT	Senior HR Analyst	Human Resources	
18	4/2/18	LTE	Concessionaire Supervisor	NEW Zoo	
19	4/2/18	FT	Medical Transcriptionist	CTC	
20	4/2/18	FT	Financial Operations Manager	Clerk of Courts	
21	4/17/18	PT .53 FTE	Library Service Associate	Library	
22	4/16/18	PT	County Board Supervisor	Northern Building	
23	4/16/18	PT	County Board Supervisor	Northern Building	
24	4/16/18	PT	County Board Supervisor	Northern Building	

COMMENTS:	TALLY:
Relirement	6
Personal Reasons	2
Other Job Offer	7
Not A Good Fit	1
None Given	11
End of assignment	4
Other	8

YTD Applications:	3,571
YTD Requisitions:	150
Applications per Req. (2018):	24
Applications per Req. (2017):	27

	TRANS	STATUS	POSITION	DEPT	STATUS	POSITION	DEPT
25	4/9/18	PT .5 FTE	Lab Services Specialist	CTC			CTC
26	4/13/18	LTE	Security Officer	Parks			Parks
27	4/16/18	FT	Highway Crew	PW/Highway			PW/Highway
28	4/18/18	FT	Economic Support Specialist	Human Services			Human Services
29	4/18/18	LTE	Co-op/Intern Student	DA			DA
30	4/24/18	LTE	Concessionaire	NEW Zoo			NEW Zoo
31	4/24/18	LTE	Concessionaire	NEW Zoo			NEW Zoo
32	4/24/18	LTE	Concessionaire Supervisor	NEW Zoo			NEW Zoo
33	4/24/18	LTE	Concessionaire Supervisor	NEW Zoo			NEW Zoo
34	4/26/18	LTE	Medicolegal Investigator	Medical Examiner			Medical Examiner
35	4/30/18	LTE	Medicolegal Investigator	Medical Examiner			Medical Examiner
36	4/17/18	O/C	Certified Nursing Assistant	CTC			CTC
37	4/26/18	O/C	Youth Support Specialist	Shelter Care			Shelter Care
38	4/16/18	LTE	Medicolegal Investigator	Medical Examiner			Medical Examiner
39	4/26/18	FT	Telecommunication Operator	Public Safety			Public Safety
	TRANS	STATUS	POSITION	DEPT	STATUS	POSITION	DEPT
1	4/8/2018	1 FTE	C.N.A.	CTC	.8 FTE	C.N.A	CTC
2	4/16/2018	FT	Accounts Supervisor	Administration	FT	Finance Manager	Library
3	4/2/2018	FT	AODA Counselor	HHS-CTC	FT	Clinical Social Worker	HHS-CTC
4	4/3/2018	.4 FTE	C.N.A.	Bayshore Village/CTC	O/C	C.N.A	CTC
5	4/4/2018	FT	Clerk Typist II	COC	FT	Deputy Clerk I	COC
7	4/9/2018	LTE	Clerk Typist I	COC	FT	Clerk Typist II	COC
8	4/23/18	FT	SW/CM	HHS-SB	FT	SW/CM-Jail Liaison	HHS-CTC
9	4/23/2018	FT	Library Service Associate	Central Library	FT	Reference Librarian	Library
10	4/12/2018	FT	Clerk/Typist II	DA	FT	Legal Asst. II	DA
11	4/23/2018	FT	County Surveyor	PALS	FT	Real Property Lister	PALS
12	4/20/2018	FT	SW/CM	HHS-CTC	FT	Inpatient Clinical SW	HHS-CTC
13	4/23/2018	FT	Economic Support Specialist	HHS-SB	LTE	Correctional Officer	Jail
14	4/11/2018	FT	Telecommunication Op. I	PSC	FT	Telecommunication Op.	PSC
15	4/23/2018	FT	HR Analyst	HR	FT	Interim Sr. HR Analyst	HR

Brown County Turnover Report



Turnover % = the number of people who left voluntarily/ YTD avg # of employees at month end.

Brown County

Benchmark BLS*: State and Local Government, Excluding Education
The quit counts include voluntary separations by employees except for retirements, layoffs, discharges (resulting from mergers, downsizing, or closings), transfers, short term/seasonal employees, deaths, disability, etc.
* Bureau of Labor Statistics